PASCUAL RIVERA PIMENTEL MEMORIAL ACADEMY

Sta. Cruz, Ilocos Sur

School Website and Admin Panel

System Documentation with Screenshots

Version 1.0 · November 10, 2026

Built with Laravel 12, Filament 5, Livewire 4 and Tailwind CSS 4

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1. Introduction

This document shows every part of the PRPMA school website, first as visitors see it and then as staff see it in the admin panel. Each screenshot has a short caption that explains what the screen is for.

1.1 The two parts of the system

- **Public website:** the public site that parents, students and visitors use. It needs no account.
- **Admin panel:** at the address /admin, where signed-in staff update the content. Every change appears on the public website right away.

1.2 Who uses it

User	Can do
Visitor	Read every public page, search news, browse the calendar and gallery, download forms and send a message to the school office.
Editor (staff)	Sign in to the admin panel; manage news, events, the gallery, the home slider, achievements, downloads, the FAQ, programs, faculty and departments; read inquiries.
Administrator	Everything an editor can do, plus Site settings (school details, About text, enrollment information, organizational chart, announcement bar), staff accounts and backups.

1.3 About the screenshots

Screenshots were taken on November 10, 2026 on the development copy of the site, at desktop size (1366 × 900) and phone size. The school details, staff list, news, programs, FAQ and achievements are the school's real content. The home slider, photo albums, upcoming sample events and office hours are placeholders that the school will replace. Staff photos and cover photos will appear once the school uploads them. The announcement bar in Figure 1 was switched on only for the screenshot.

2. Public website

The public website is what parents, students and visitors see. The main menu at the top links to every section; the footer repeats the links and adds Achievements, Downloads and the FAQ.

2.1 Home page

The home page is the first page visitors see. It brings together the most important and newest content from every part of the site.

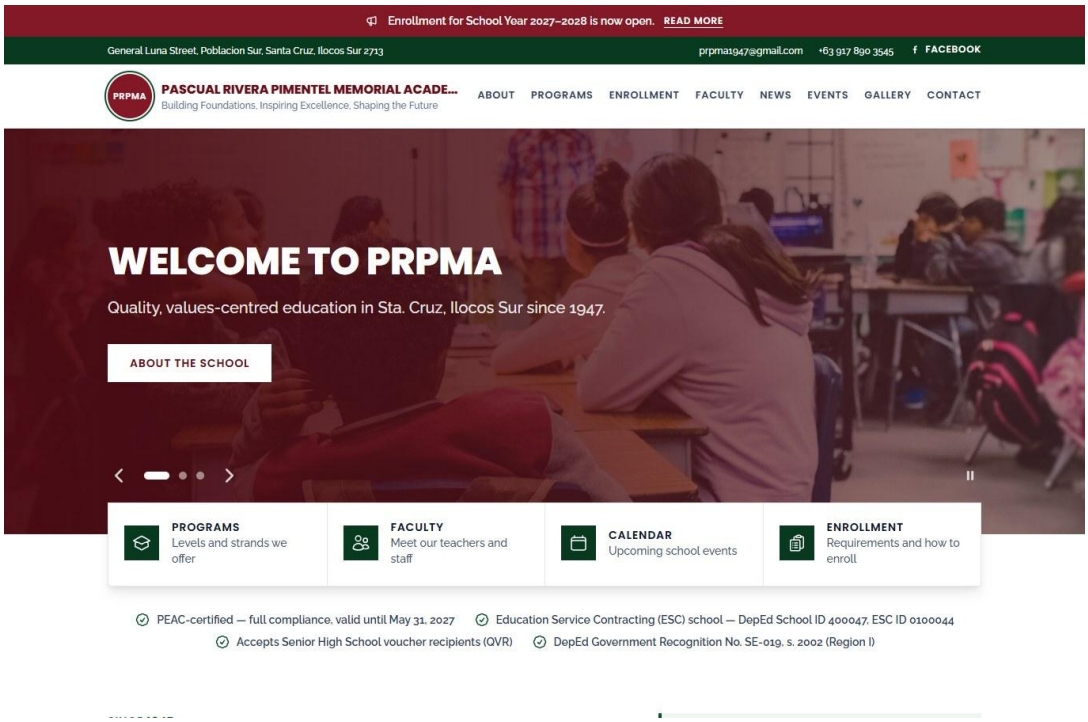


Figure 1. Home page: top of the page with the announcement bar, contact bar, main menu and the photo slider. Below the slider are quick links (Programs, Faculty, Calendar, Enrollment) and the accreditation badges.

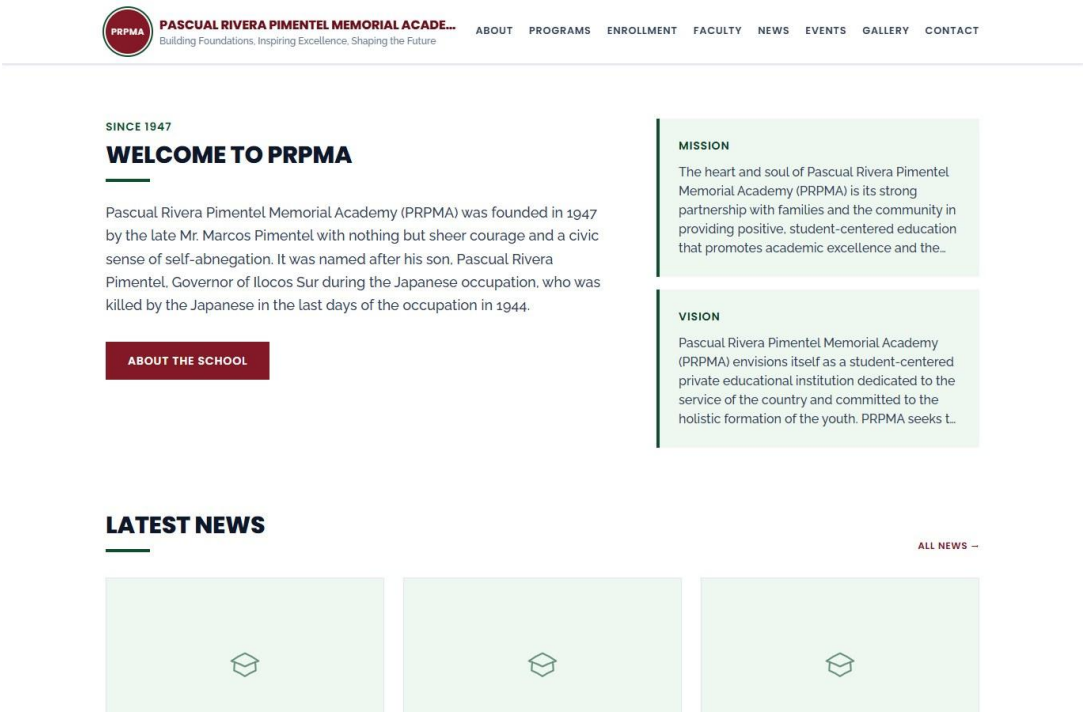


Figure 2. Home page: a welcome message taken from the school history, beside short Mission and Vision boxes.

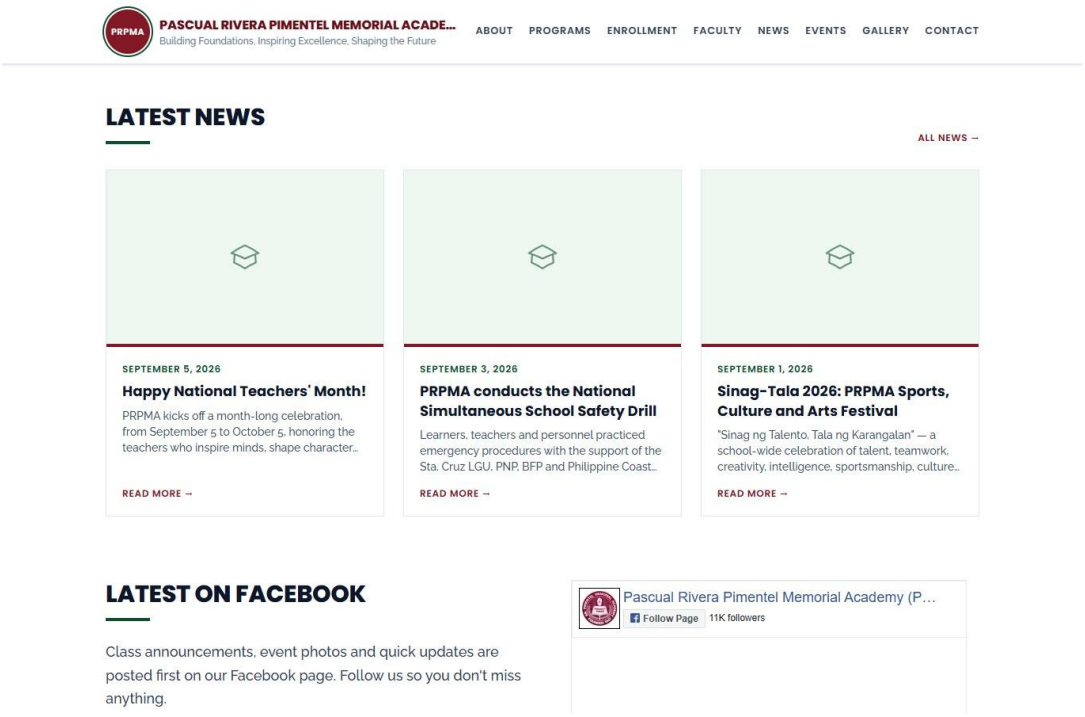


Figure 3. Home page: the three newest news posts. "All news" opens the full news list.

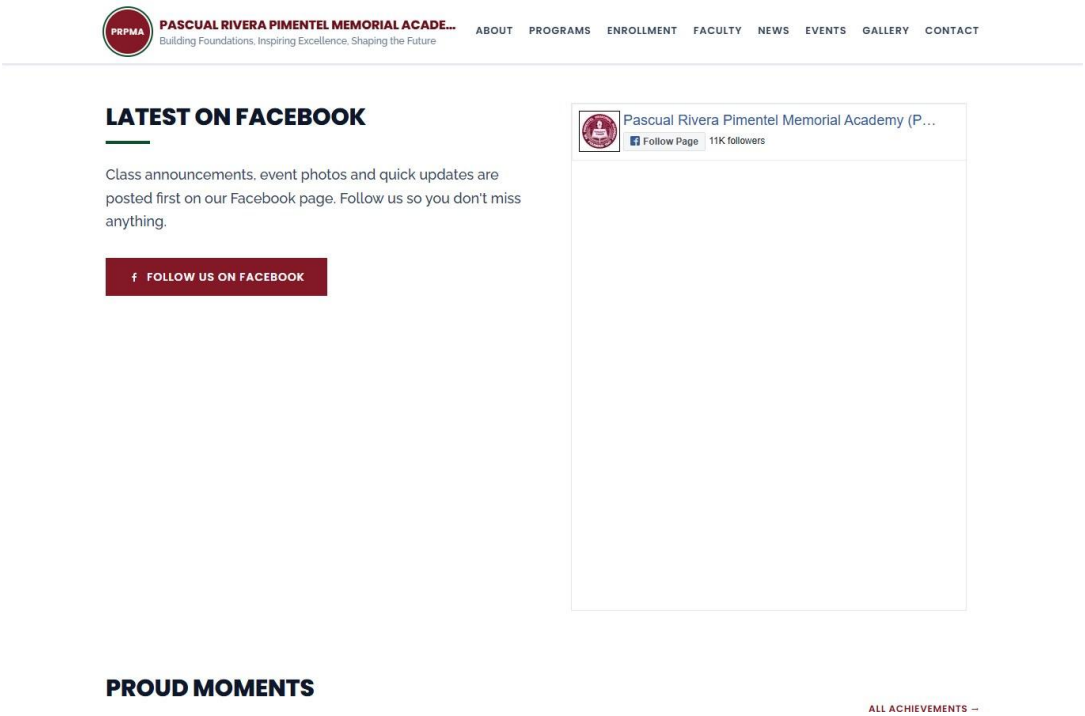


Figure 4. Home page: the school's Facebook page feed and a "Follow us on Facebook" button. It can be switched off in Site settings.

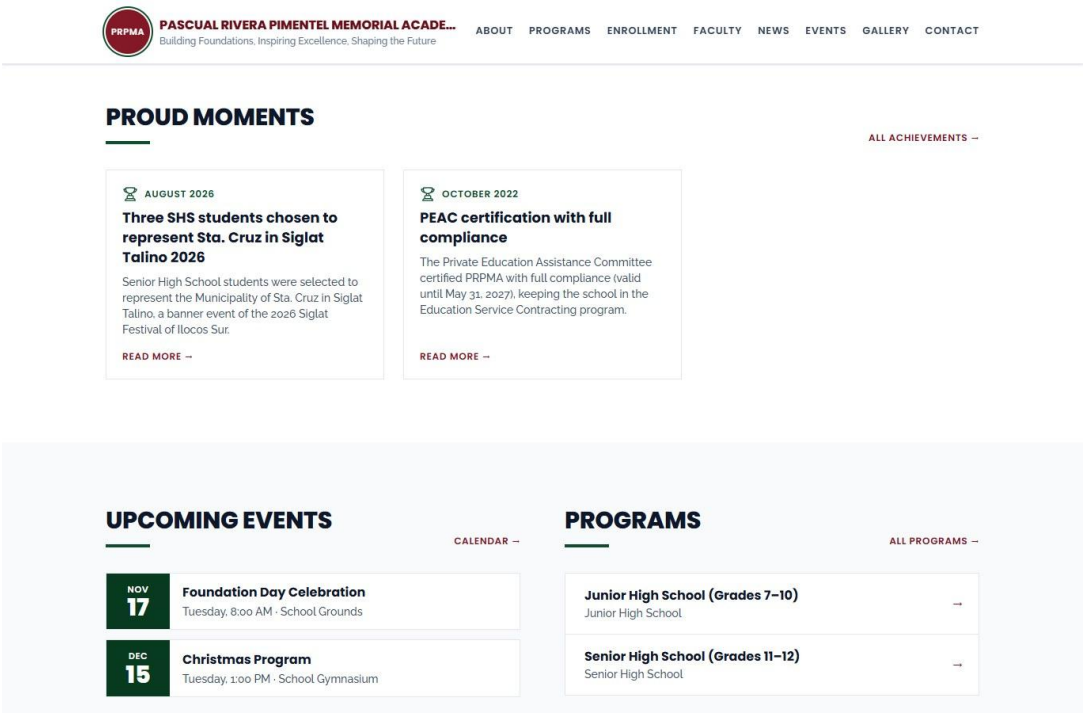


Figure 5. Home page: "Proud moments", the three newest achievements and awards.

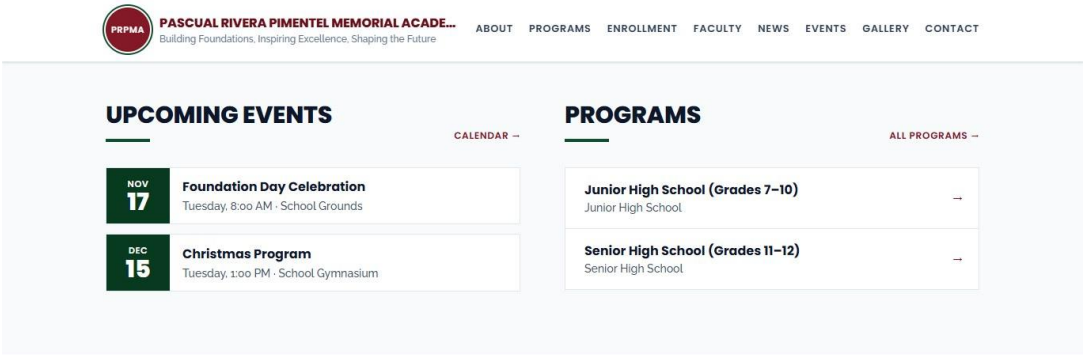




Figure 6. Home page: upcoming events beside the programs offered.

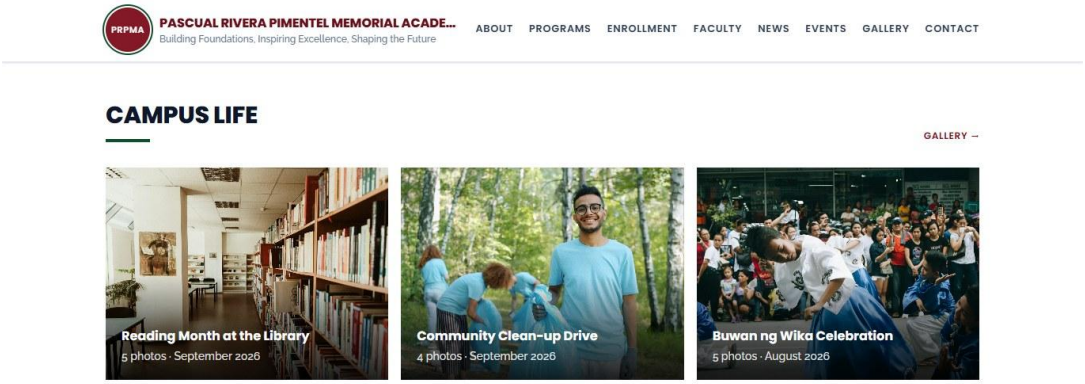


Figure 7. Home page: newest photo albums, the call-to-action band and the footer with quick links and contact details.

2.2 About

The About page tells the school's story. Everything on it is edited in Admin, Site settings, except the photos, which come from the gallery.

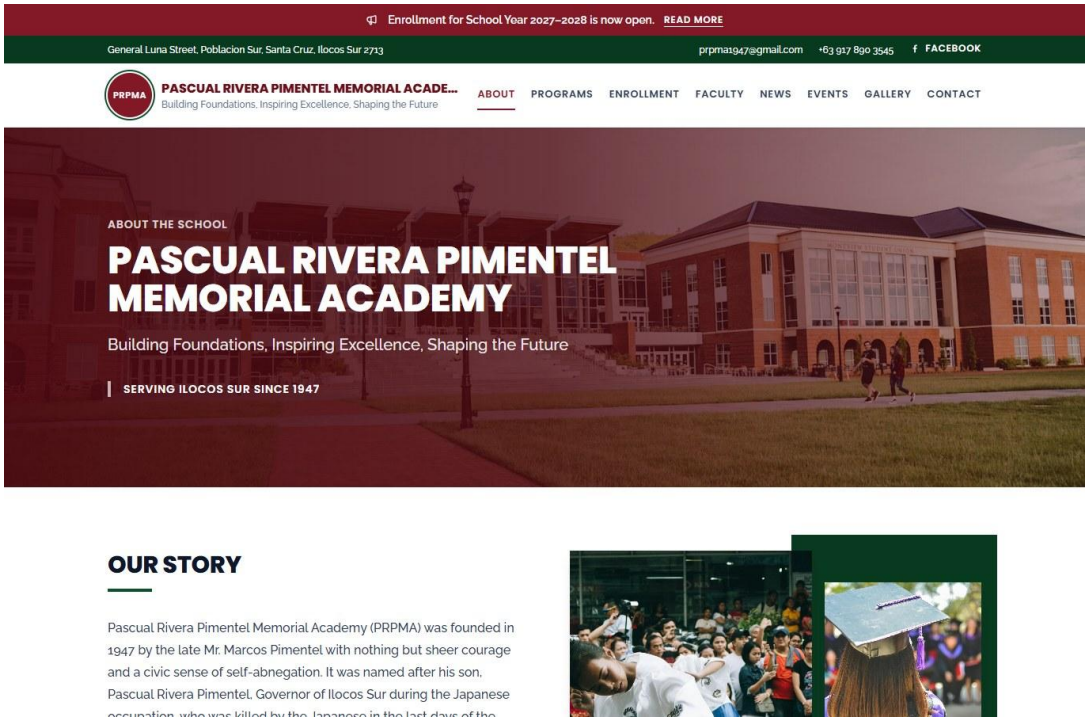


Figure 8. About page: introduction with the school name, tagline and founding year.

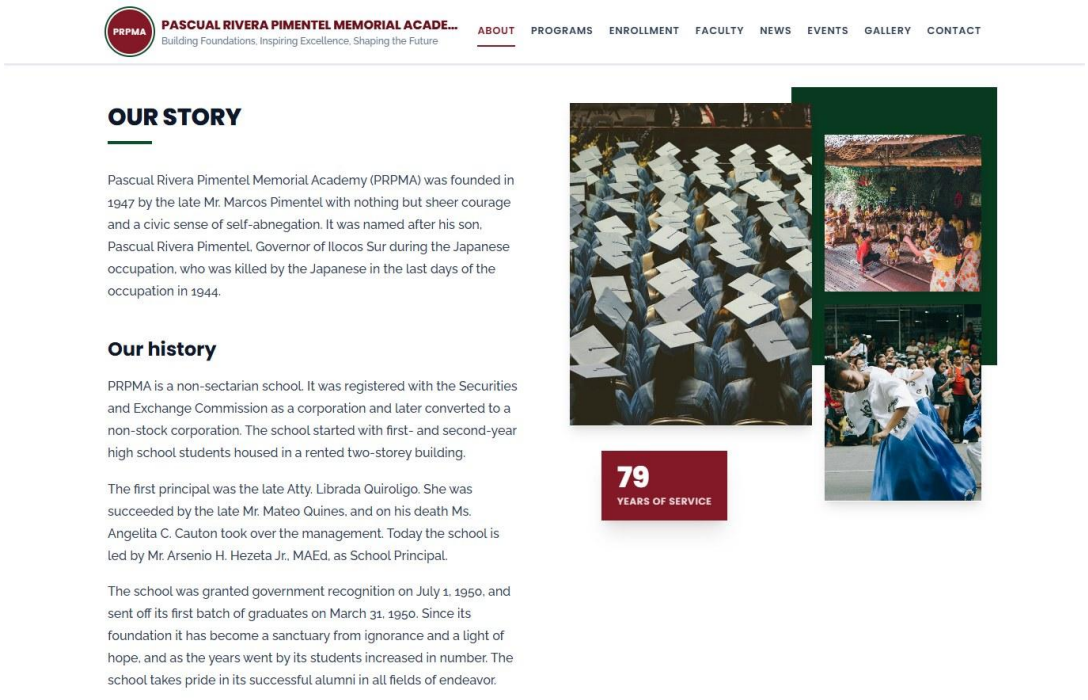


Figure 9. About page: the school history, beside a collage of gallery photos.

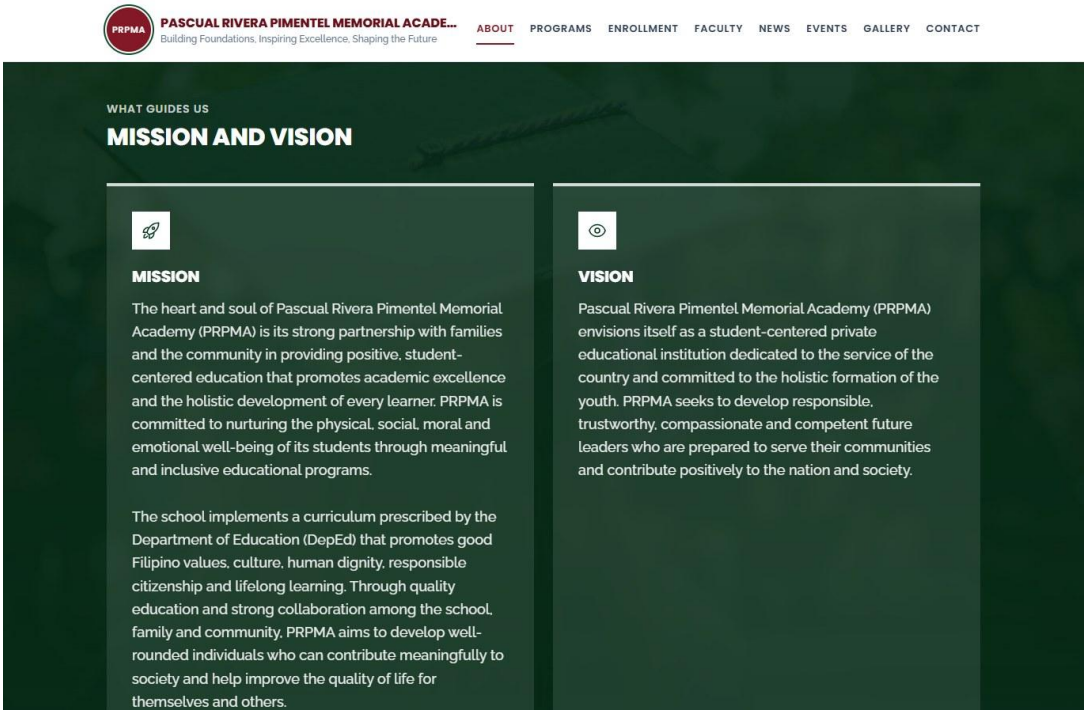


Figure 10. About page: Mission and Vision.

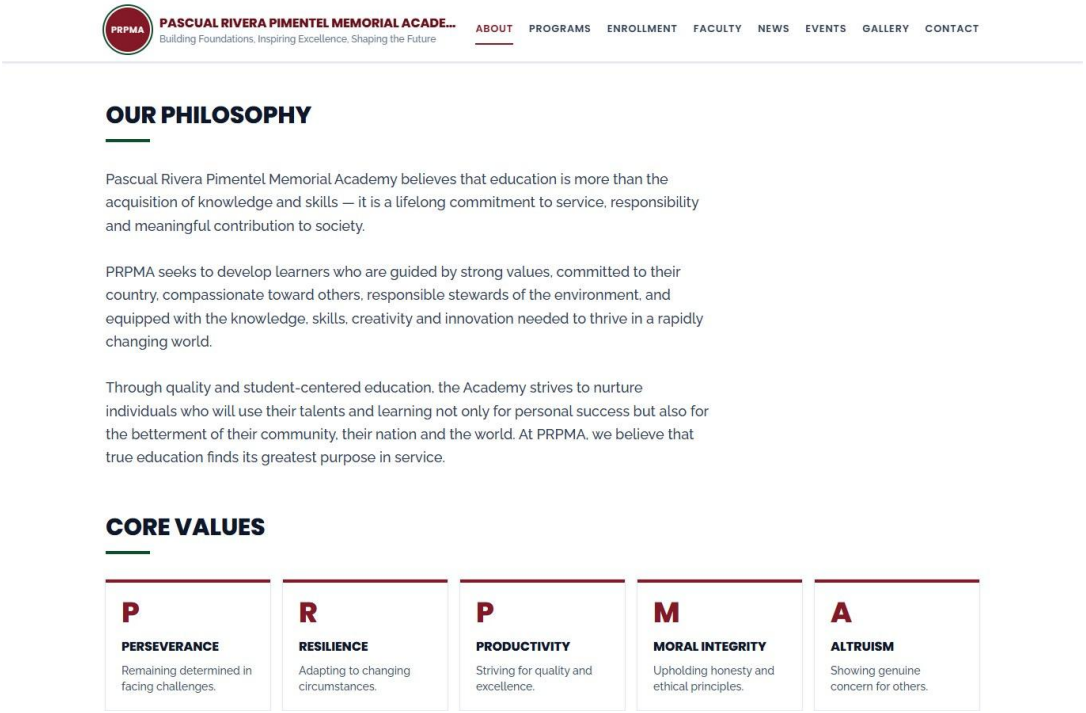


Figure 11. About page: school philosophy and the five core values (Perseverance, Resilience, Productivity, Moral Integrity, Altruism).





Figure 12. About page: accreditation and government recognition.

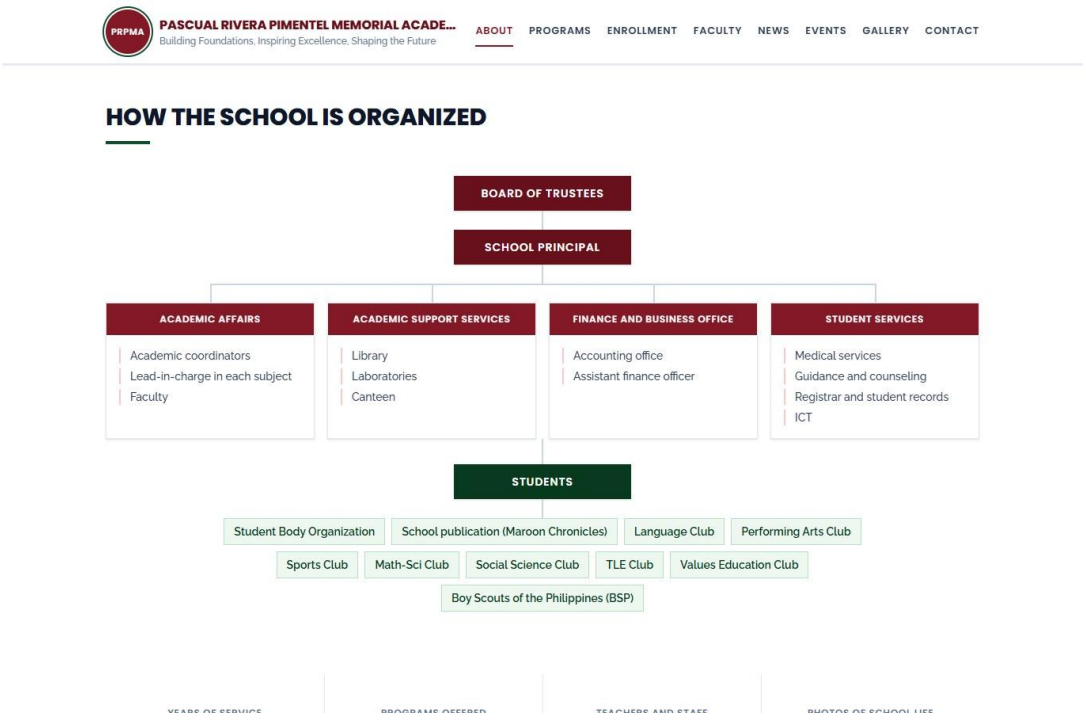


Figure 13. About page: organizational chart, drawn from Site settings: leadership, the four departments and the student organizations.



Figure 14. About page: the school in numbers and "Life at PRPMA" photos from the gallery.

2.3 Academics and enrollment

These pages describe what the school offers, who teaches, and how to enroll.

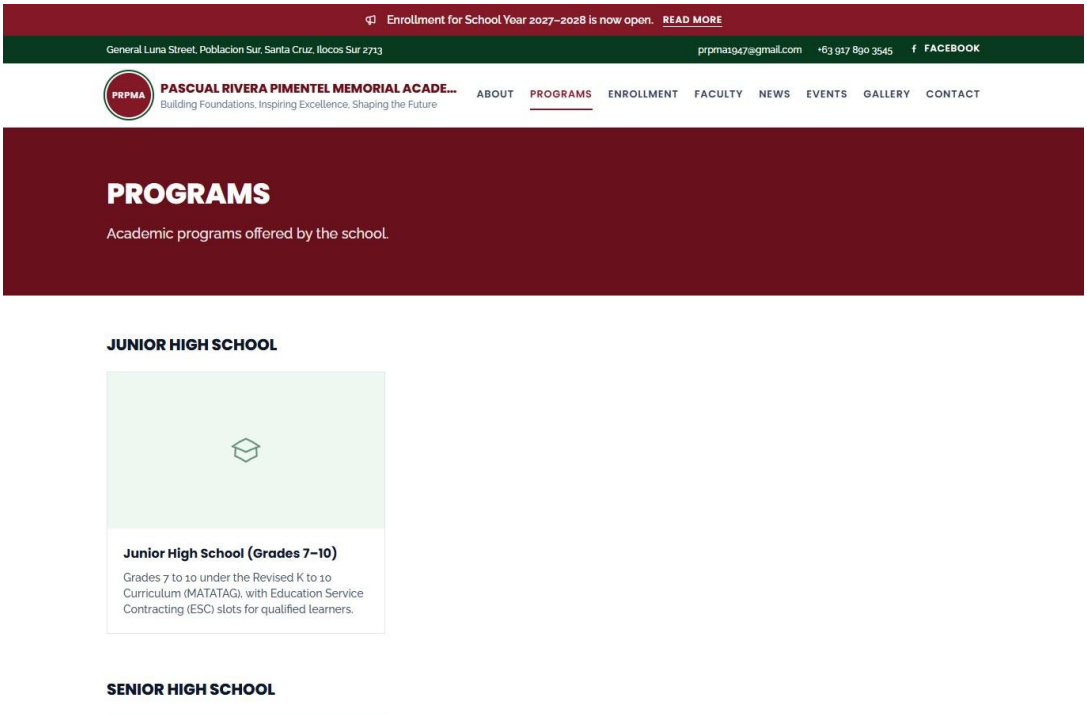


Figure 15. Programs page: the programs offered, grouped by level.

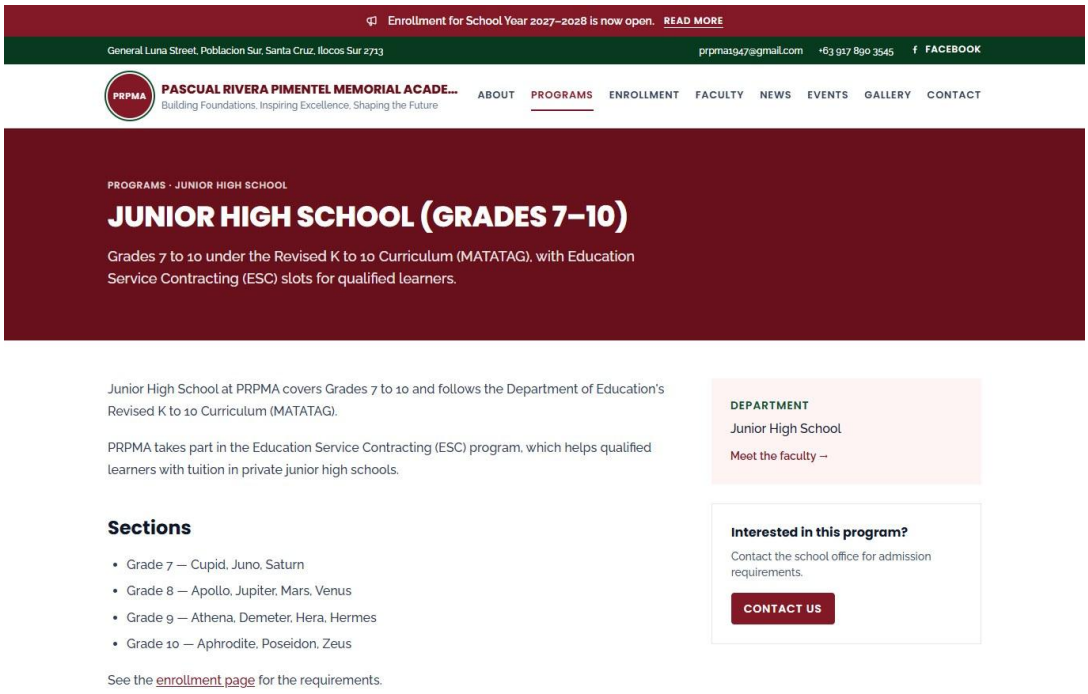


Figure 16. Program page: description, sections and a link to the department's faculty.

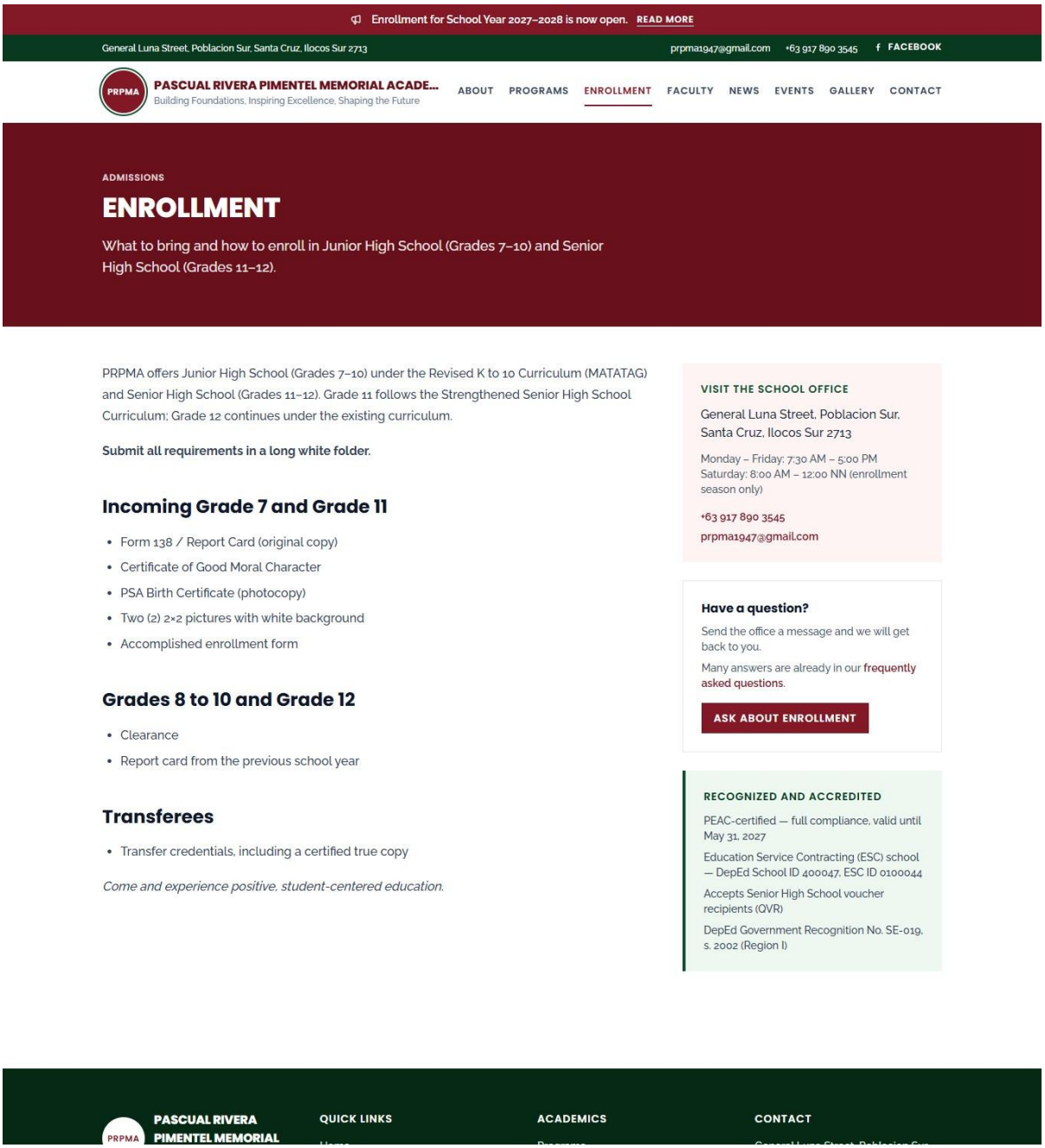


Figure 17. Enrollment page: requirements per grade level, office details, downloadable forms (when uploaded) and a link to the FAQ.

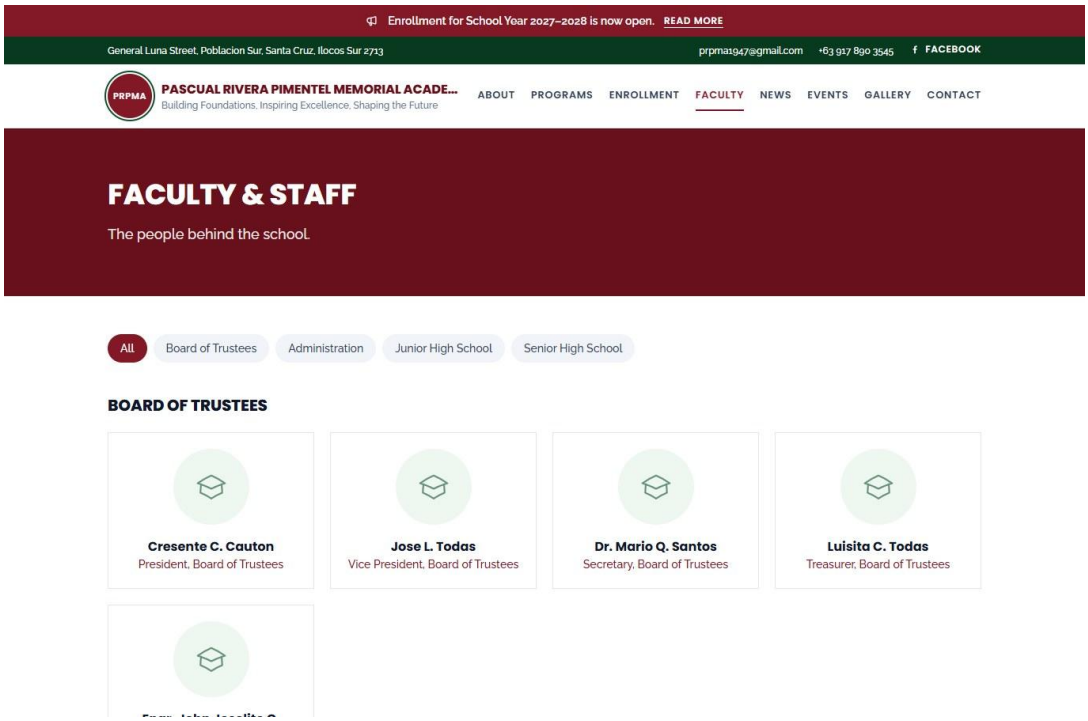


Figure 18. Faculty and staff directory, grouped by department. The buttons at the top filter by department.

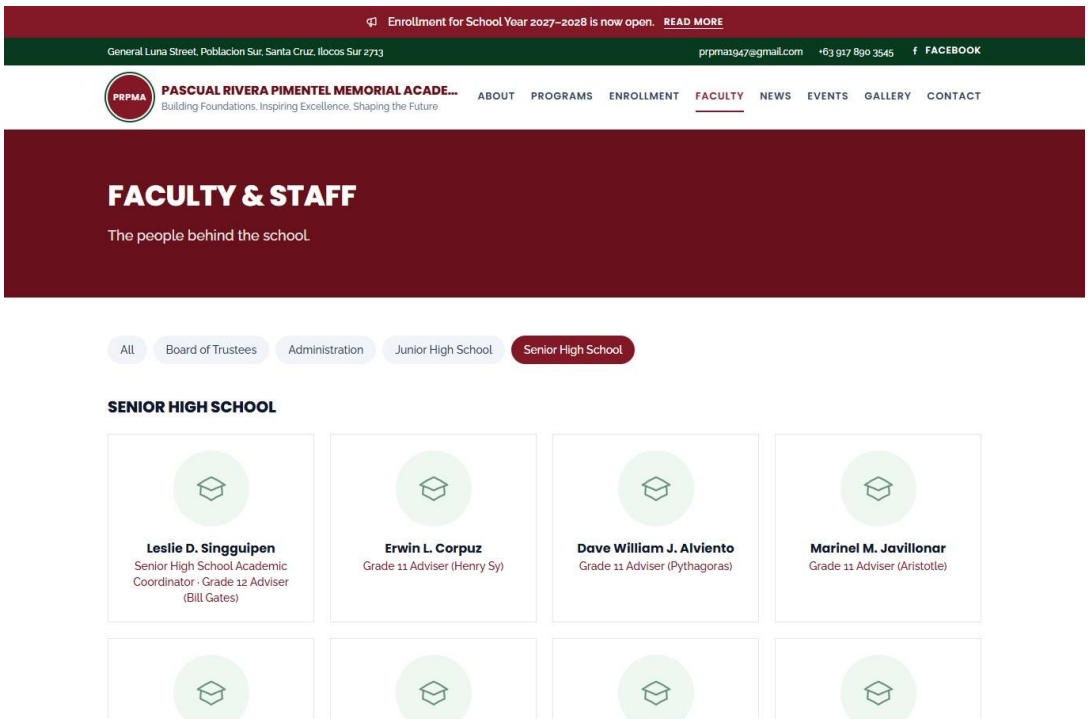


Figure 19. Faculty directory filtered to Senior High School.

2.4 News, events and gallery

News, events and photo albums are added by staff in the admin panel and appear here automatically.

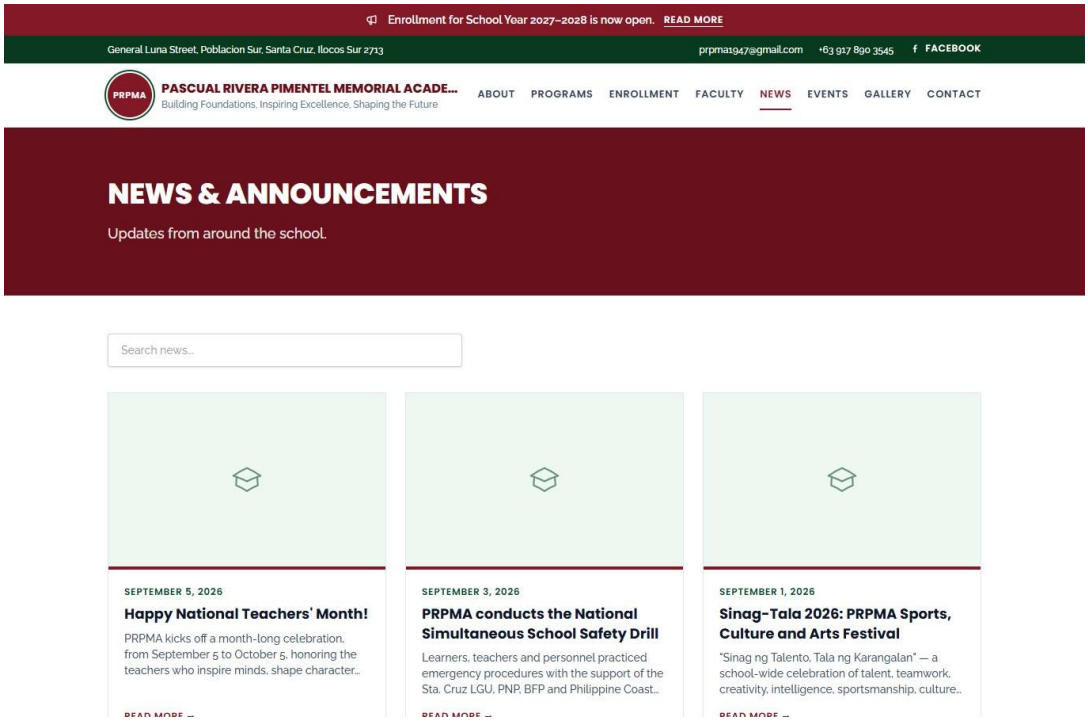


Figure 20. News page: all published news with a search box.

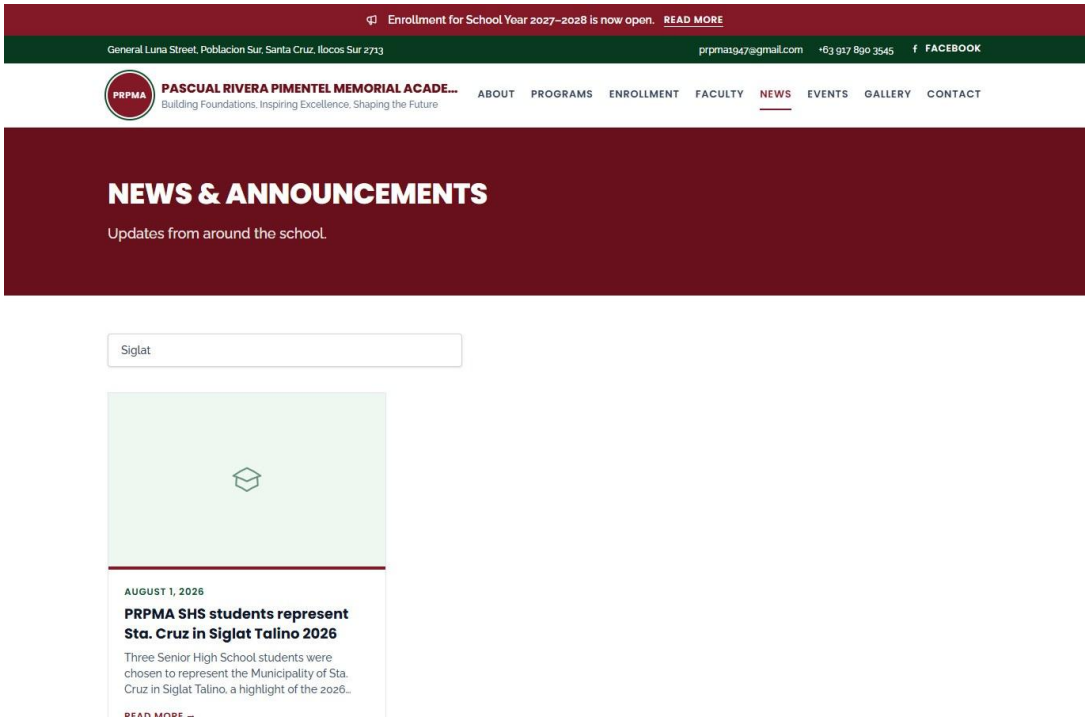


Figure 21. News search: results update as you type (here: "Siglat").

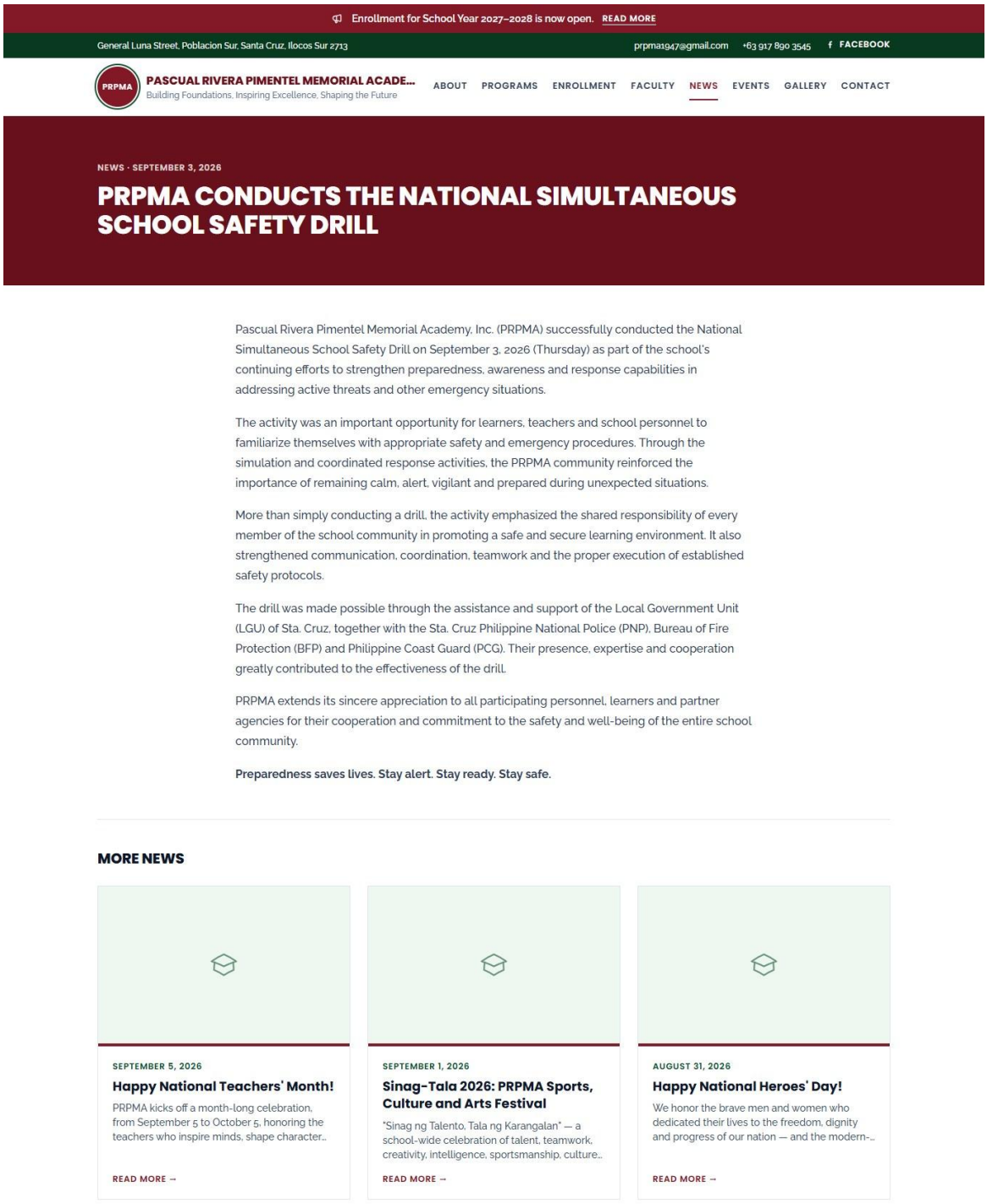


Figure 22. A news post with its full text and "More news" links.

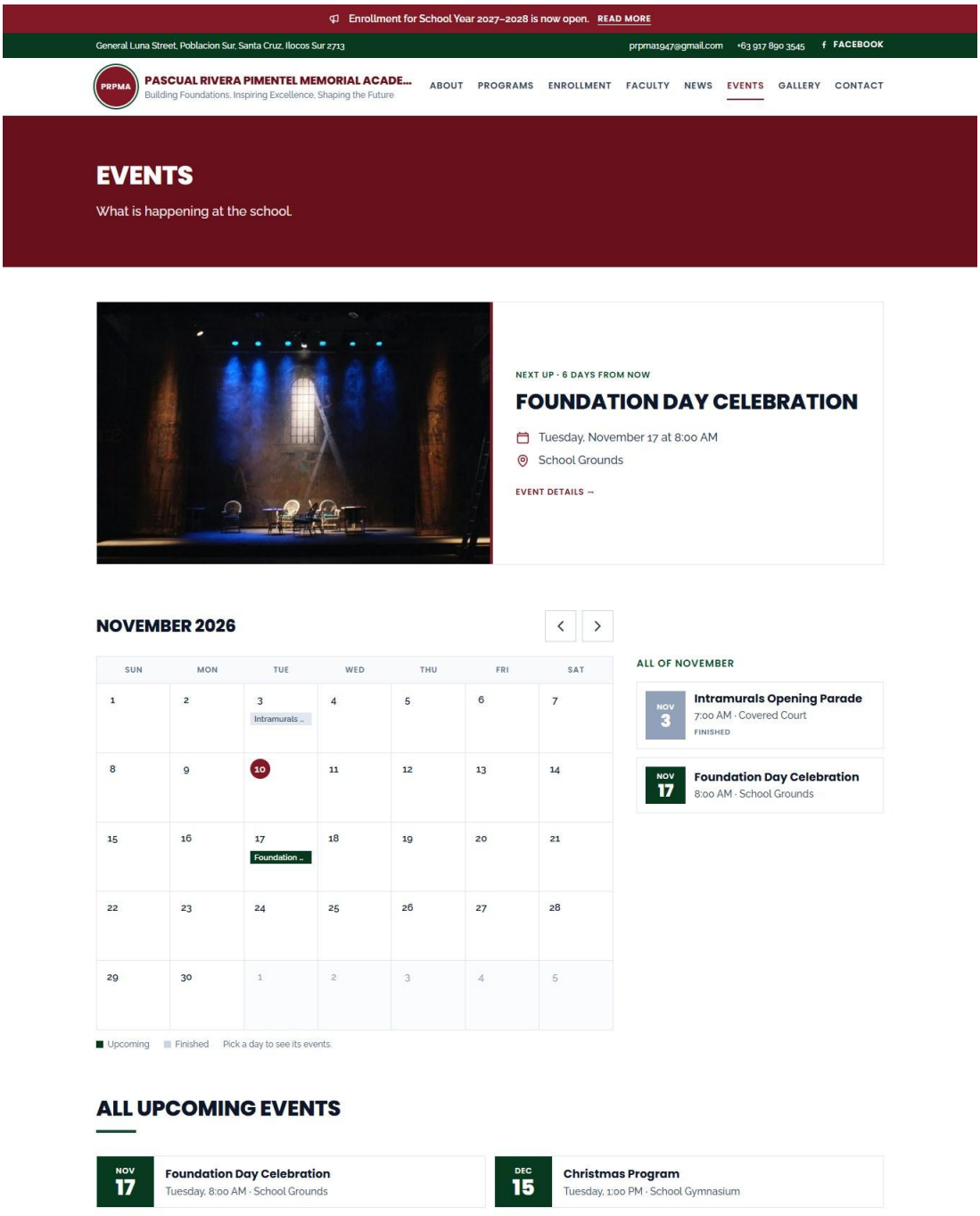


Figure 23. Events page: monthly calendar. Click a day to see its events, or move between months.

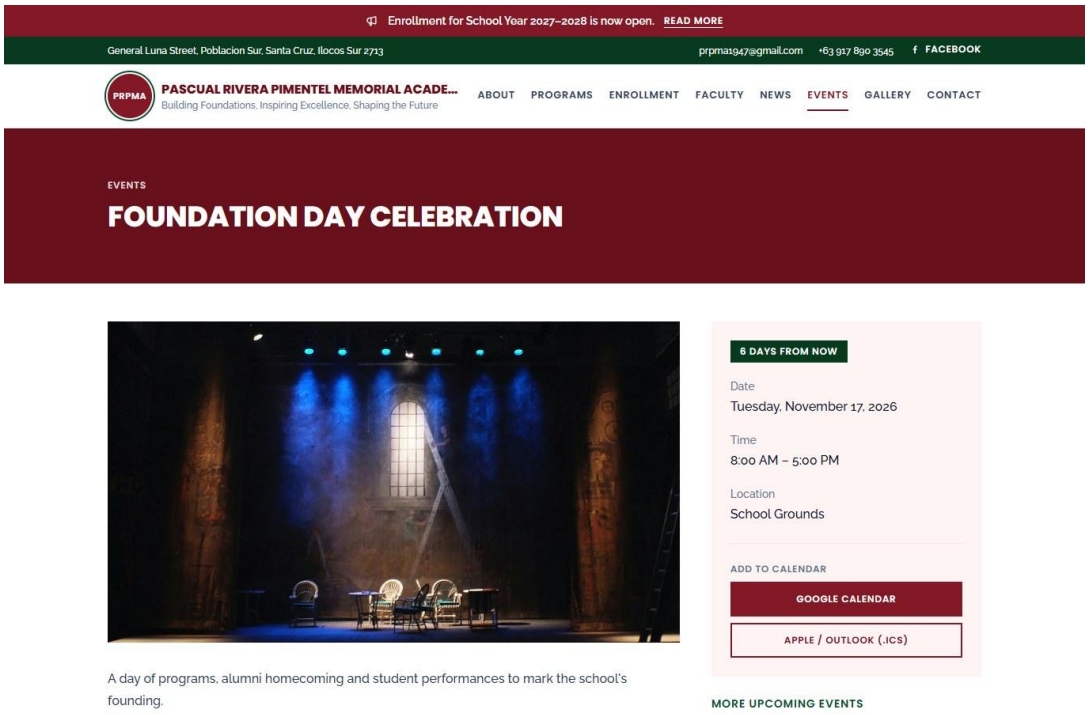


Figure 24. Event page: date, time and place, with an "Add to calendar" download for phones and Outlook.

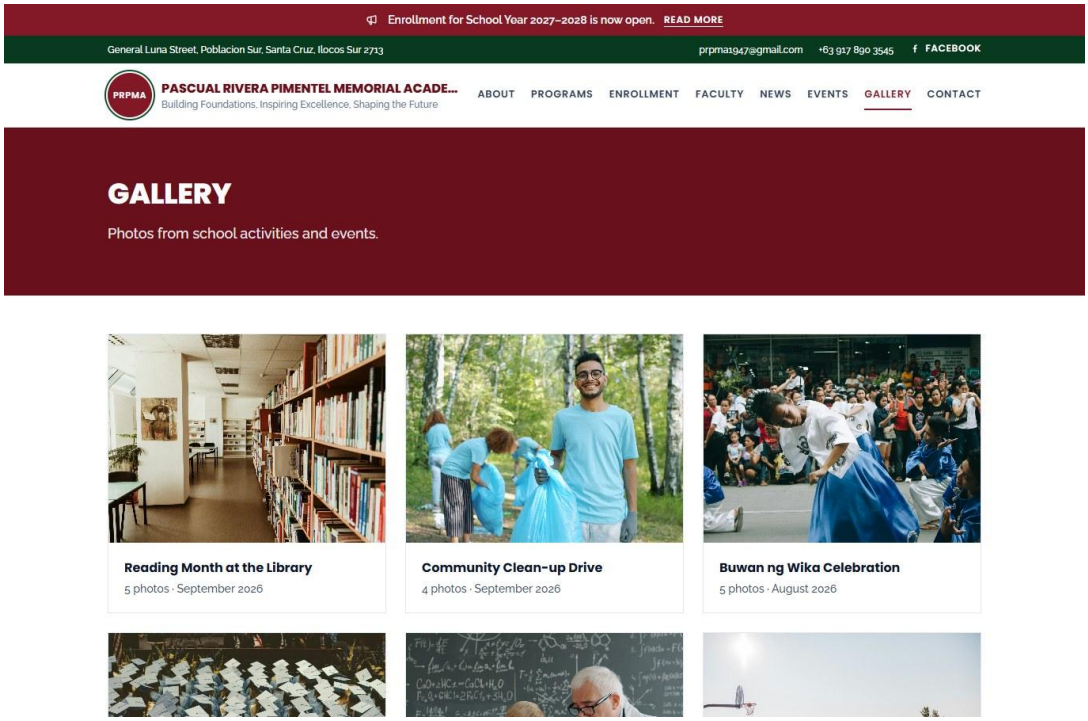


Figure 25. Gallery: photo albums, newest first.

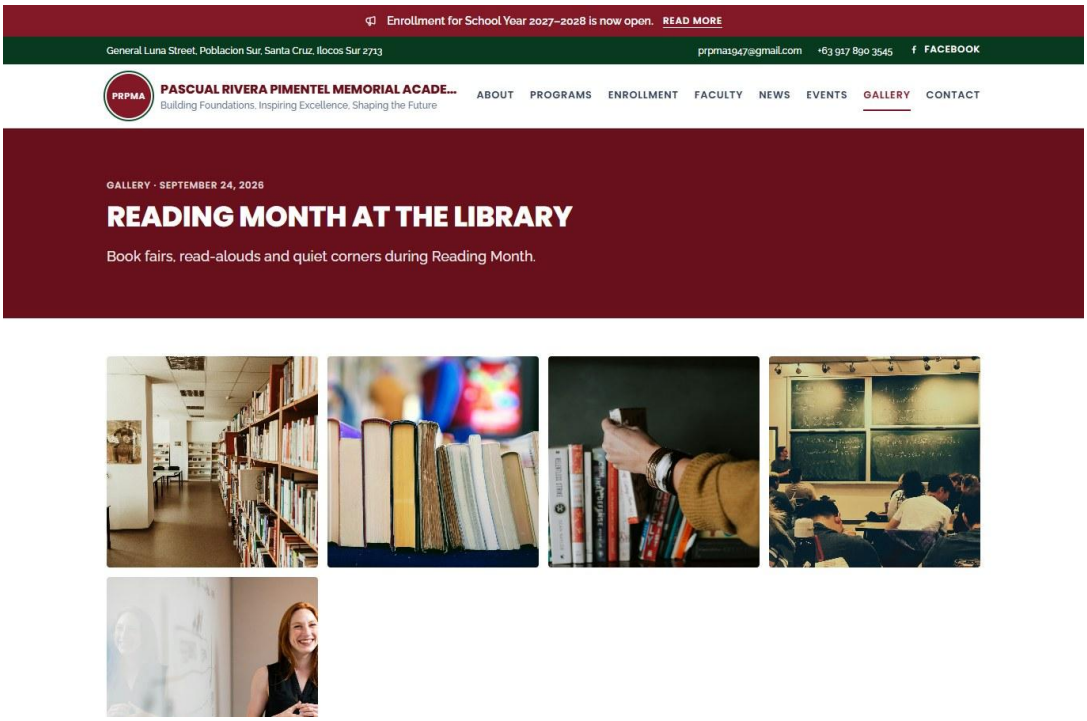


Figure 26. Photo album: all photos of one activity.

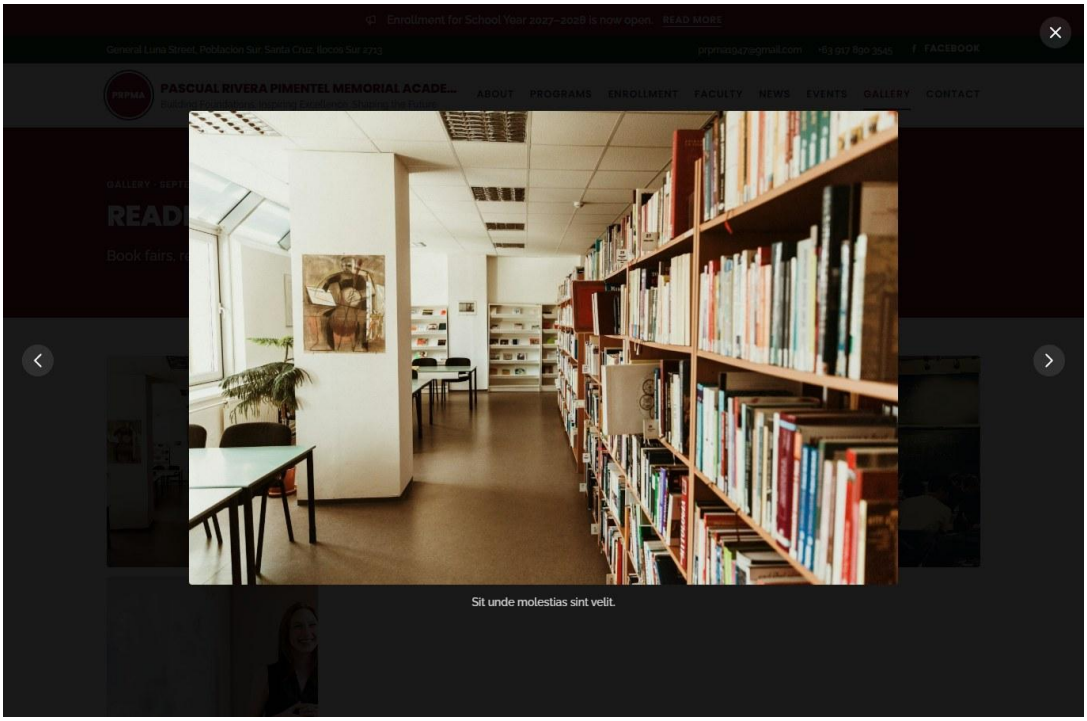


Figure 27. Photo viewer: clicking a photo opens it full screen, with arrows to move between photos.

2.5 More pages

Supporting pages, all linked from the footer.

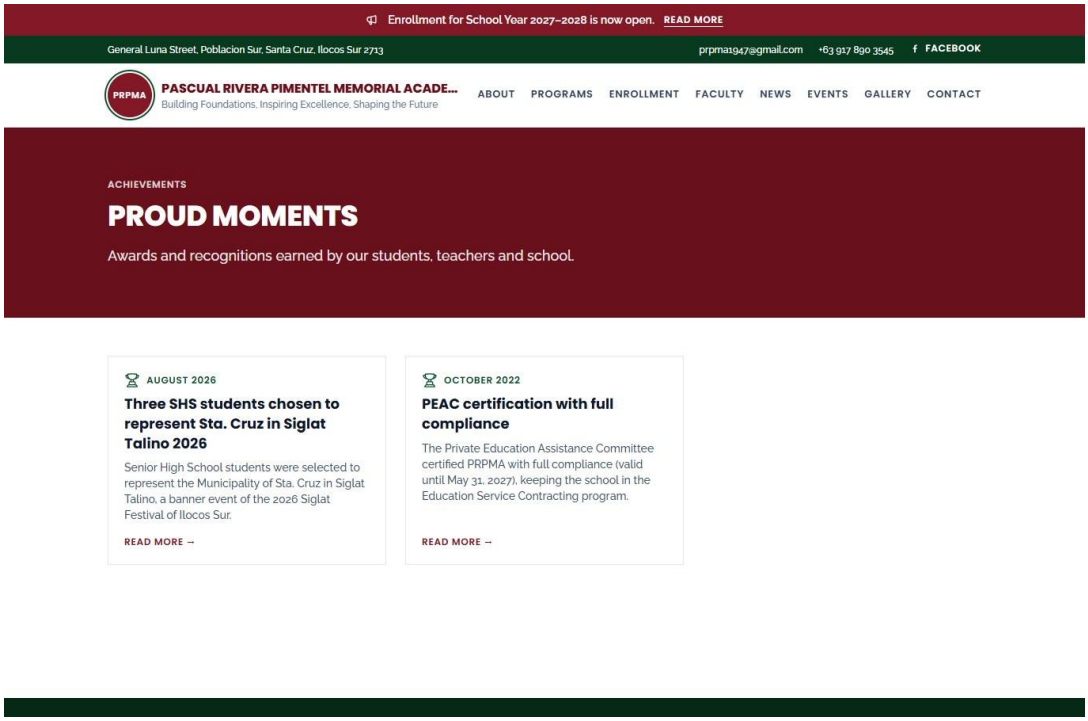


Figure 28. Achievements page ("Proud moments"): awards and recognitions earned by students, teachers and the school.

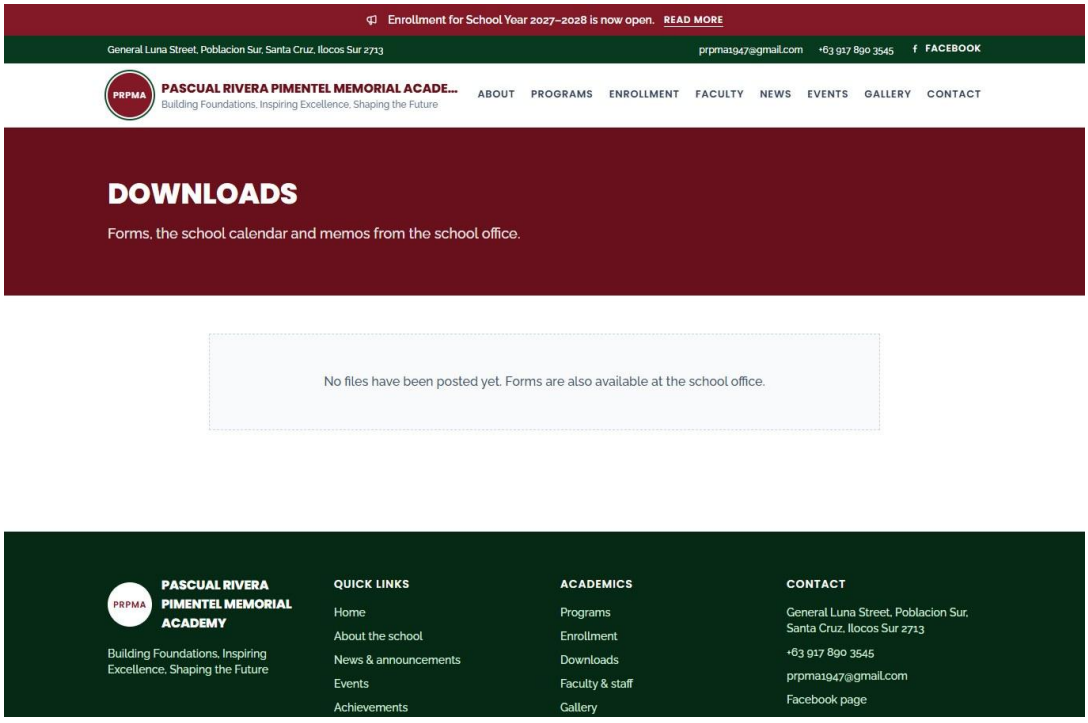


Figure 29. Downloads page: forms, the school calendar and memos. It shows a friendly message until the school uploads files.

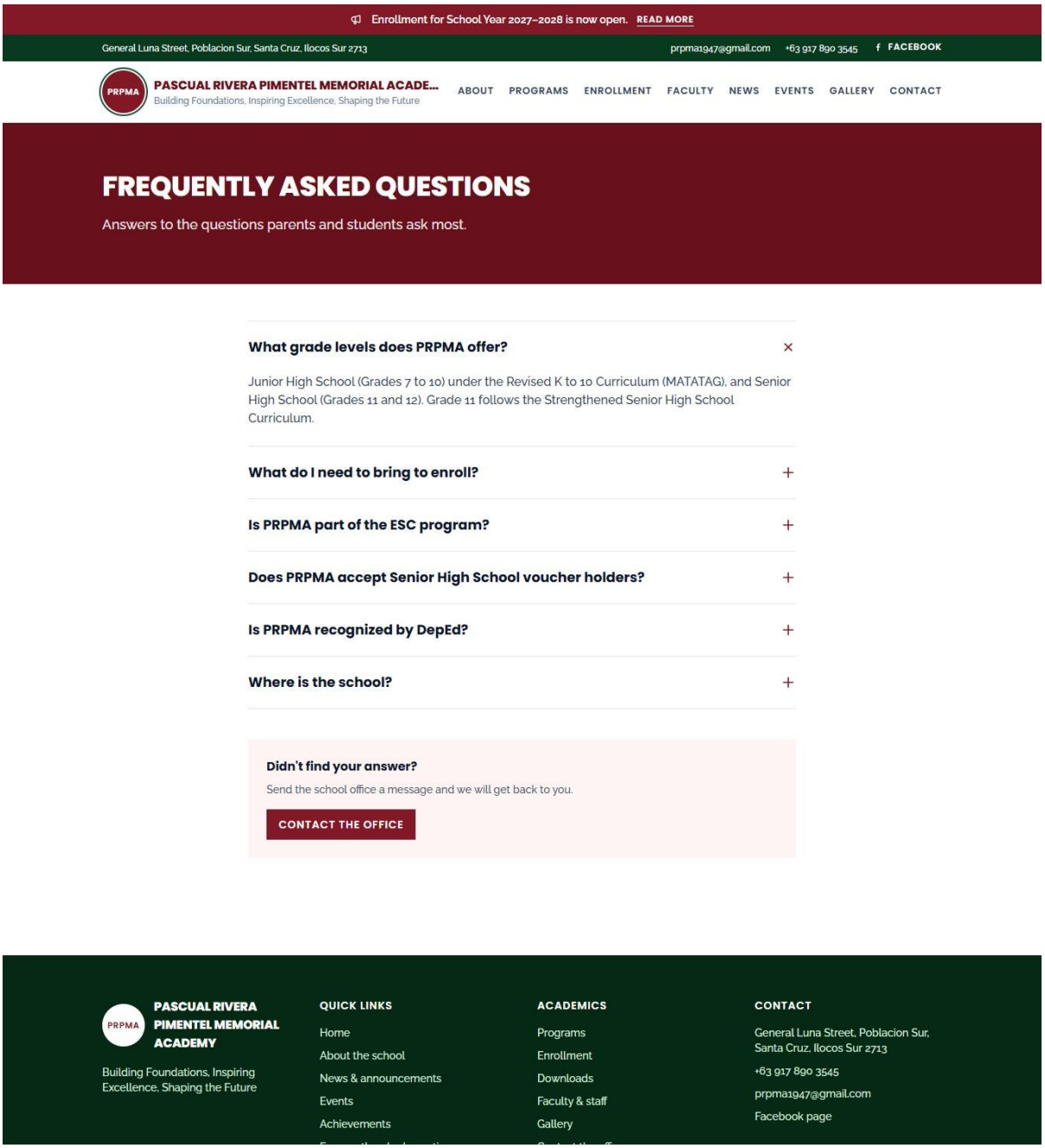


Figure 30. Frequently asked questions: click a question to show its answer.

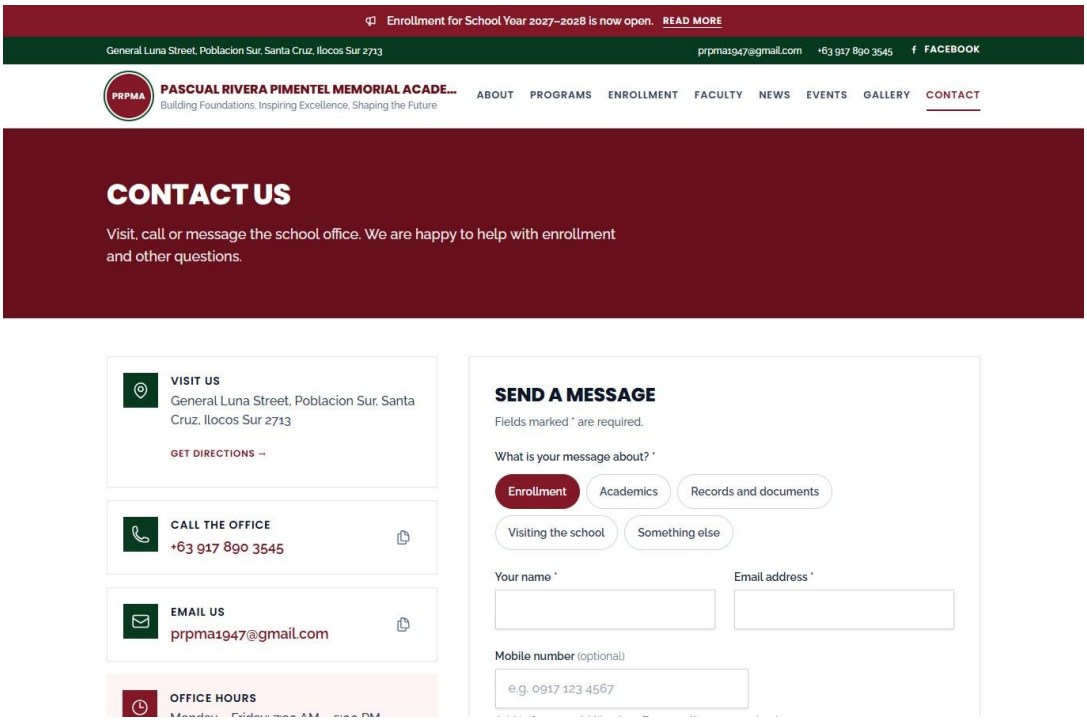


Figure 31. Contact page: address, phone, email, office hours and Facebook.

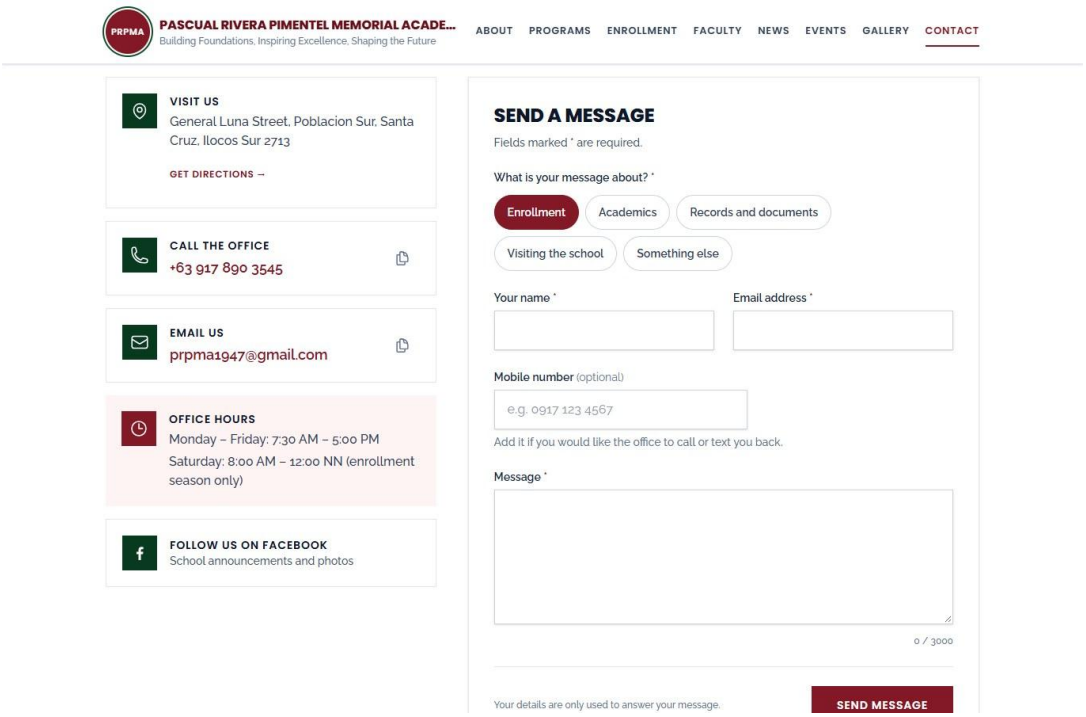


Figure 32. Contact form: visitors pick a topic and send a message. Every message is saved in Admin, Inquiries, and emailed to the school.

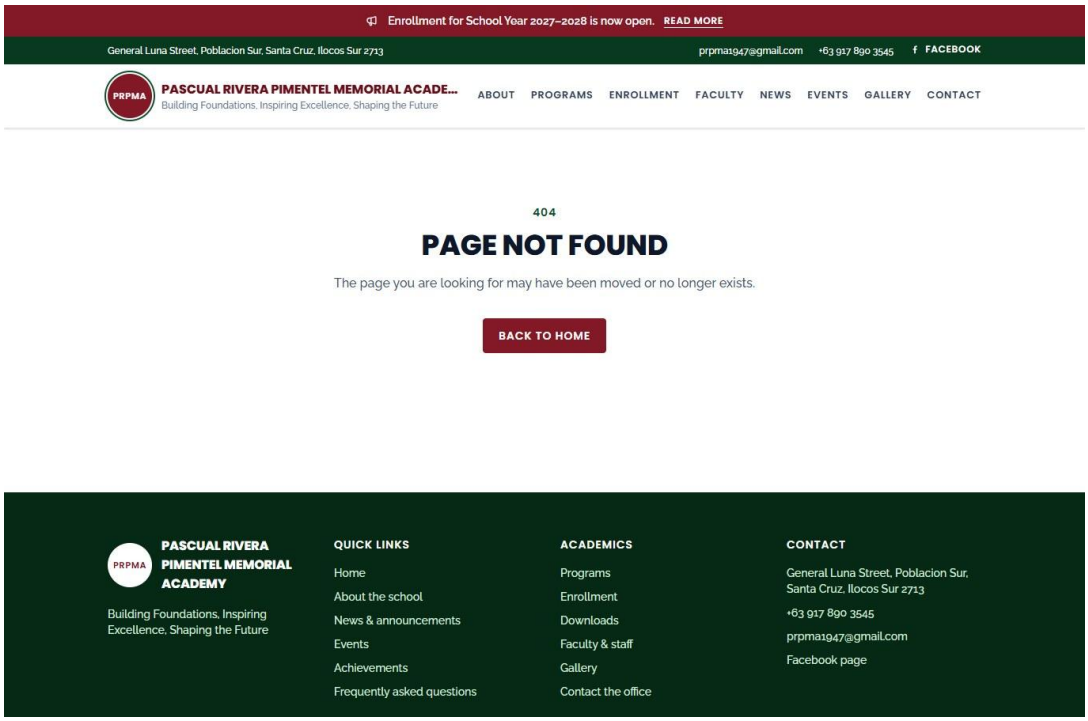


Figure 33. Page not found (404): a branded page with links back to the main sections.

2.6 On a phone

Every page adjusts to small screens. The menu folds into a button and long sections stack into one column.

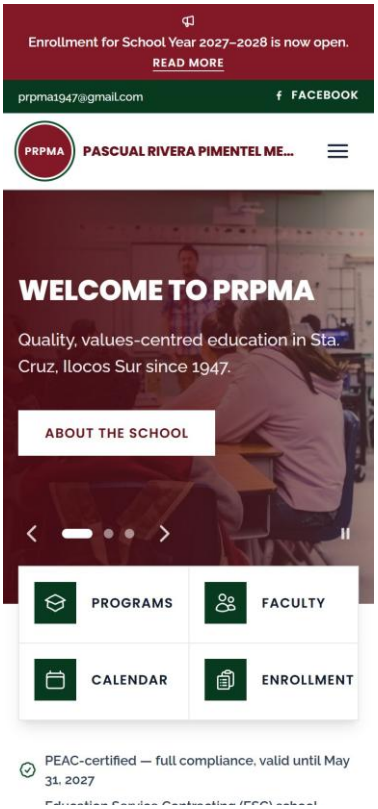


Figure 34. Home page on a phone.

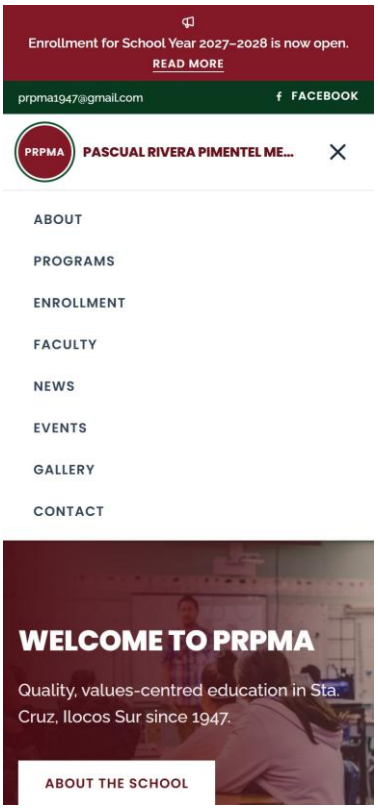


Figure 35. Phone menu, opened with the button at the top right.

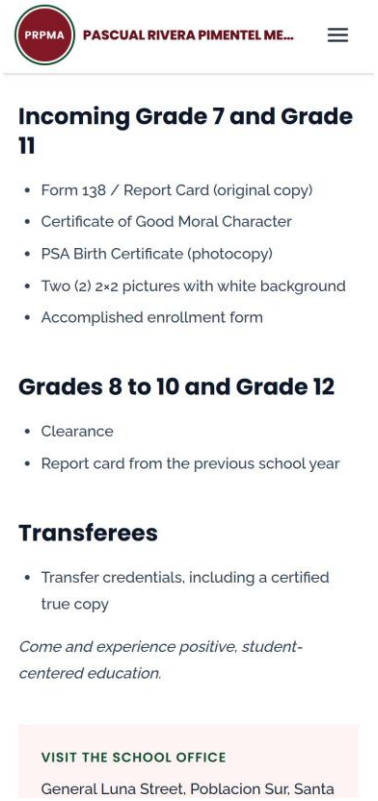


Figure 36. Enrollment requirements on a phone.

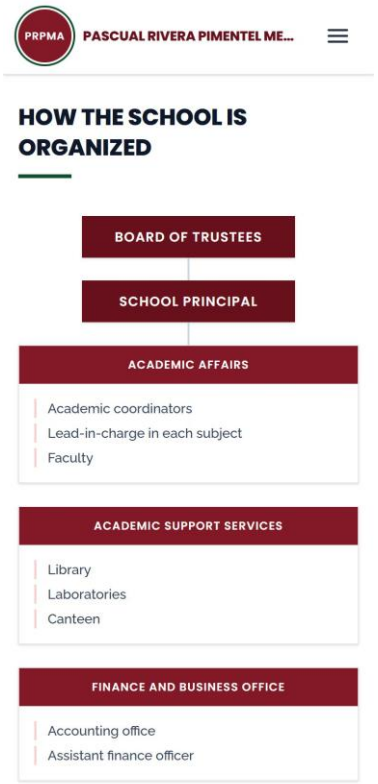


Figure 37. The organizational chart stacks into one column on a phone.

3. Admin panel

The admin panel is where staff keep the website up to date. The menu on the left is grouped into the dashboard and settings at the top, then Content and School.

3.1 Signing in

Staff manage the website at /admin. There is no public sign-up; administrators create staff accounts.

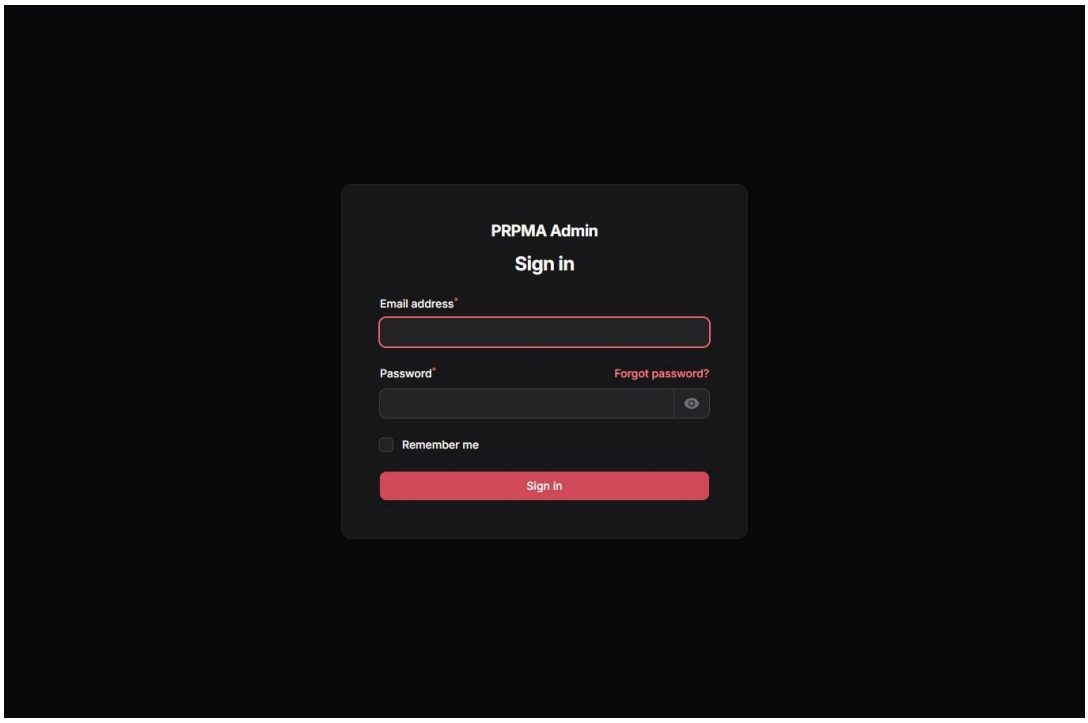


Figure 38. Admin sign-in page at /admin. "Forgot password?" sends a reset link by email.

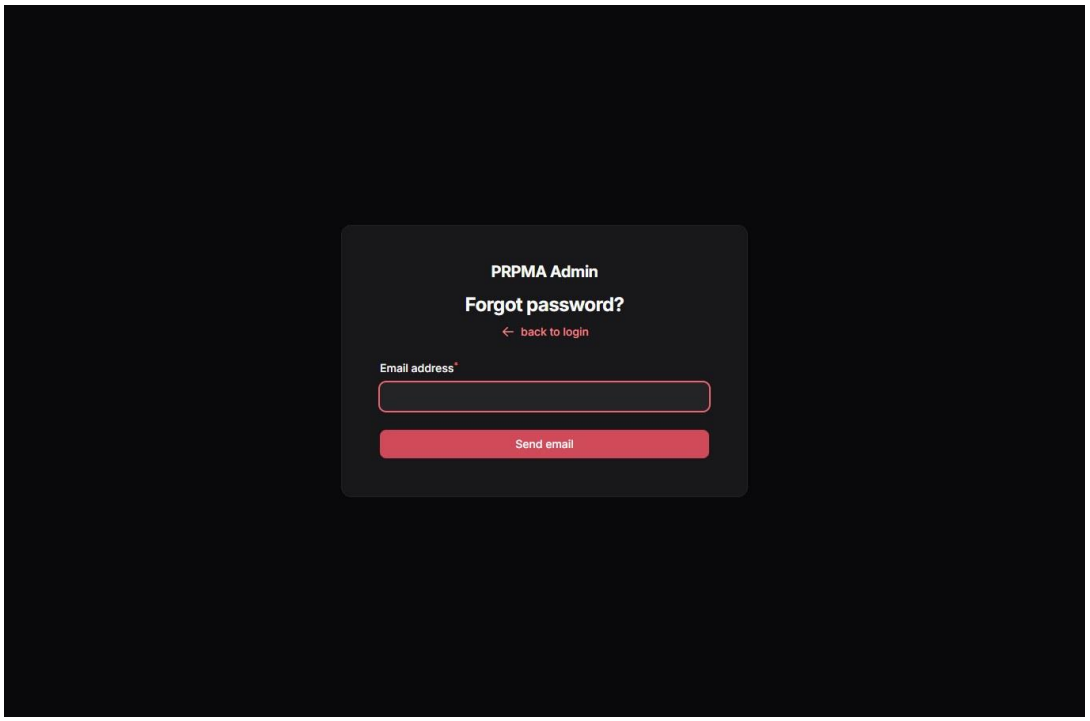


Figure 39. Password reset request: staff enter their email to receive a reset link.

3.2 Dashboard and inquiries

After signing in, staff land on the dashboard. Messages from the contact form are kept in Inquiries.

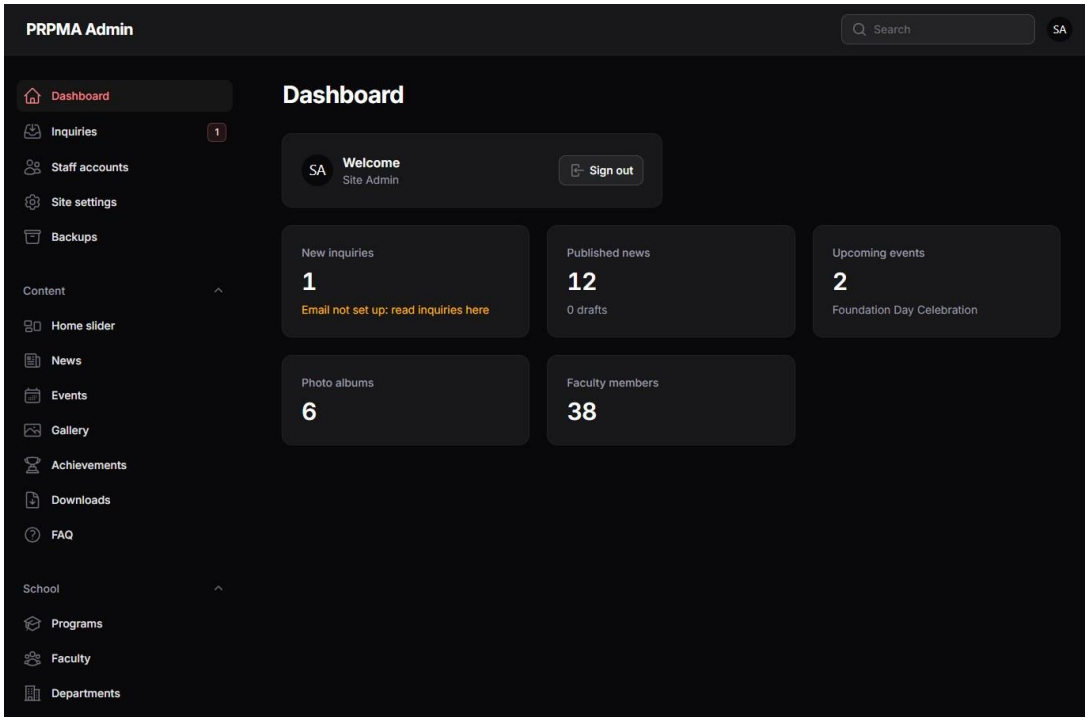


Figure 40. Dashboard: new inquiries, published news and drafts, upcoming events, albums and faculty count. The menu on the left lists every admin screen.

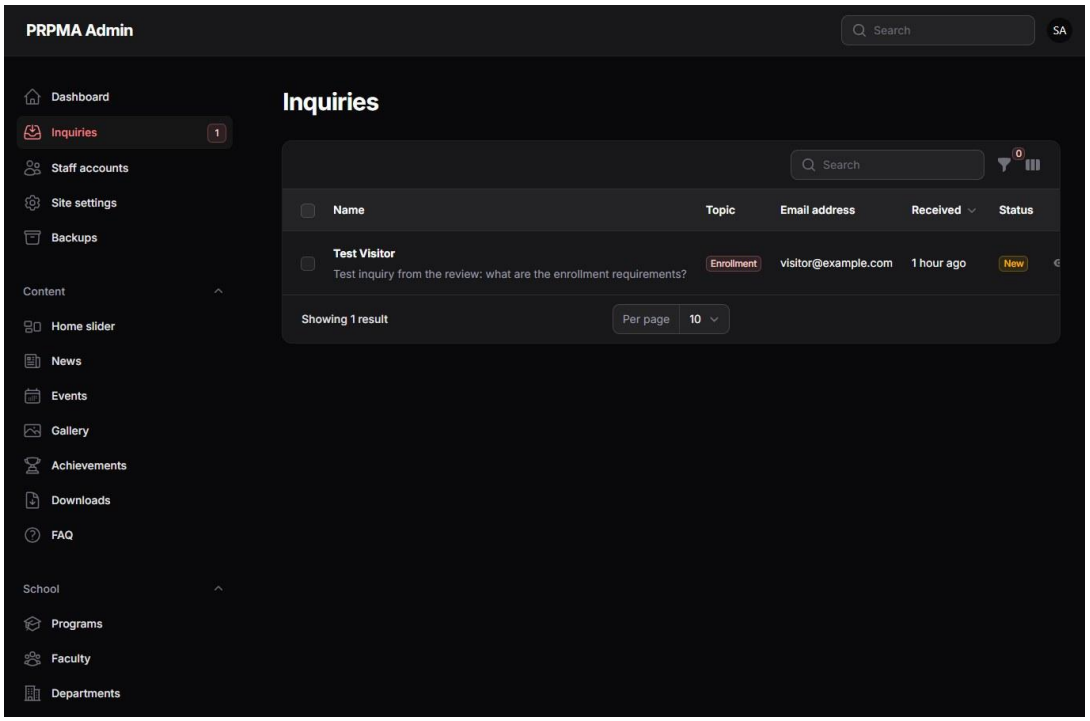


Figure 41. Inquiries: messages sent through the contact form. New ones are bold and counted in the menu. Filter by status or topic.

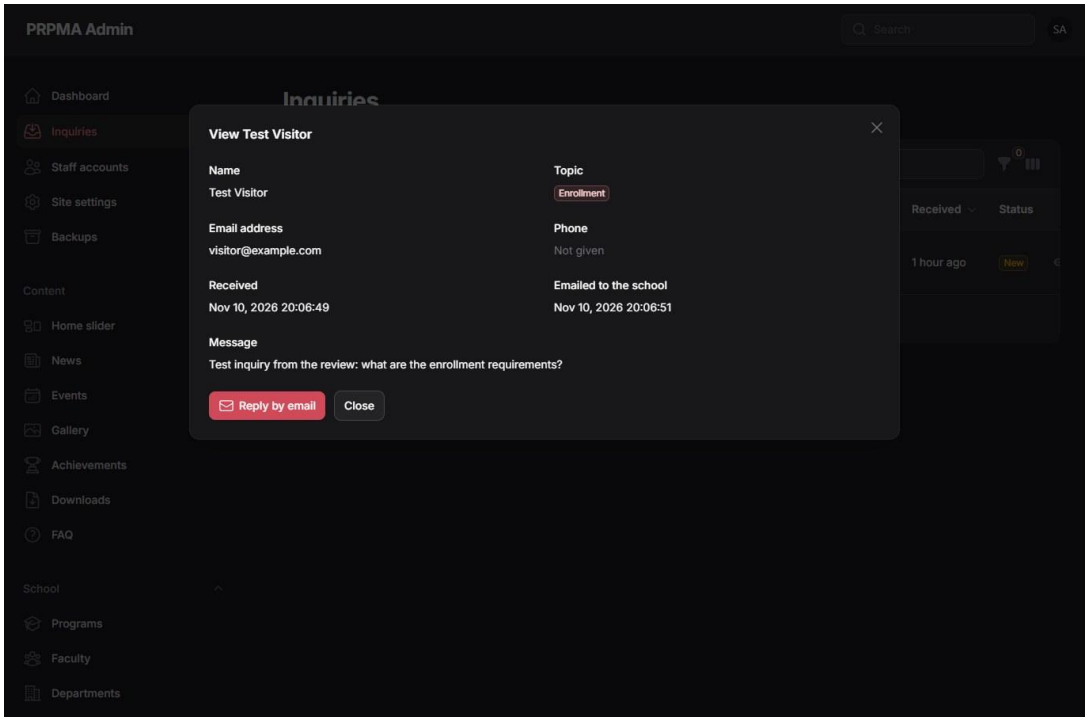


Figure 42. Opening an inquiry shows the full message and marks it as read. "Reply by email" opens a reply to the sender.

3.3 Content

Content screens list records in a table. "New" adds one, "Edit" changes one, and the "Shown" switch hides a record from visitors without deleting it.

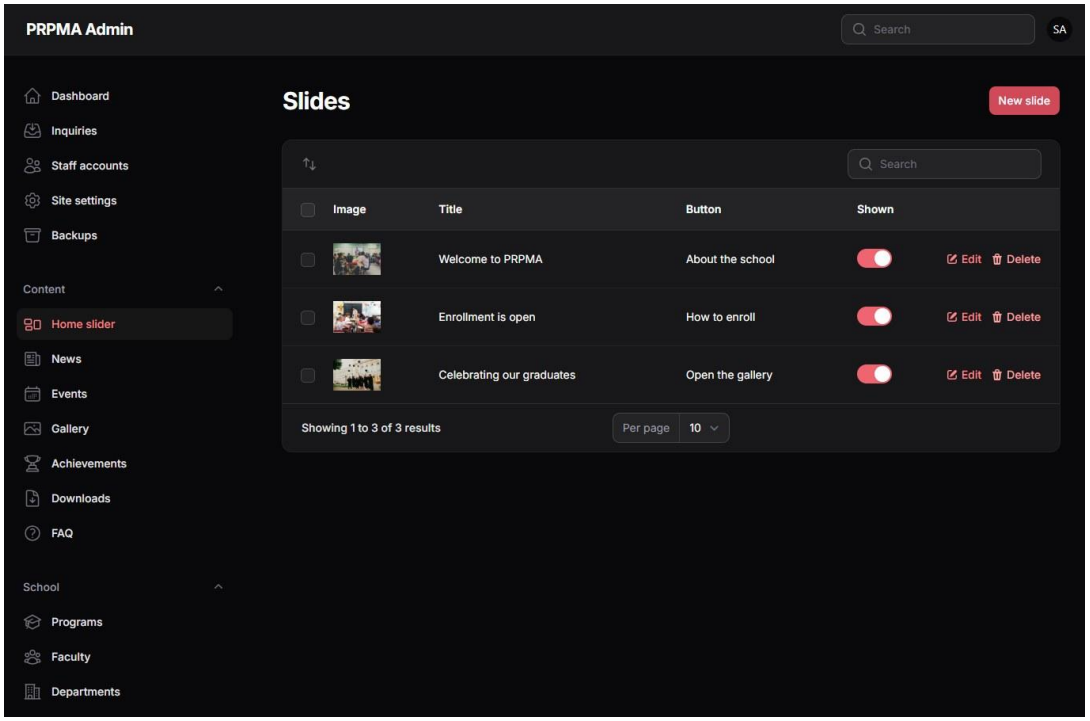


Figure 43. Home slider: the slides on the home page. Drag to reorder; the switch shows or hides a slide.

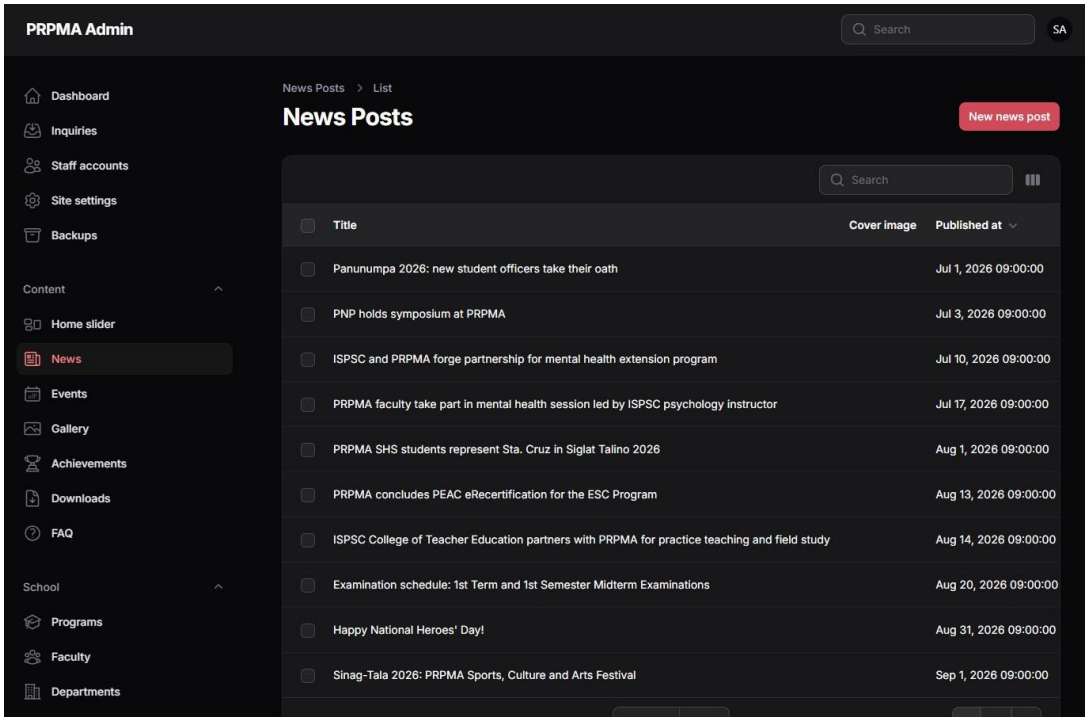


Figure 44. News list: every post with its publish date. Posts without a date are drafts.

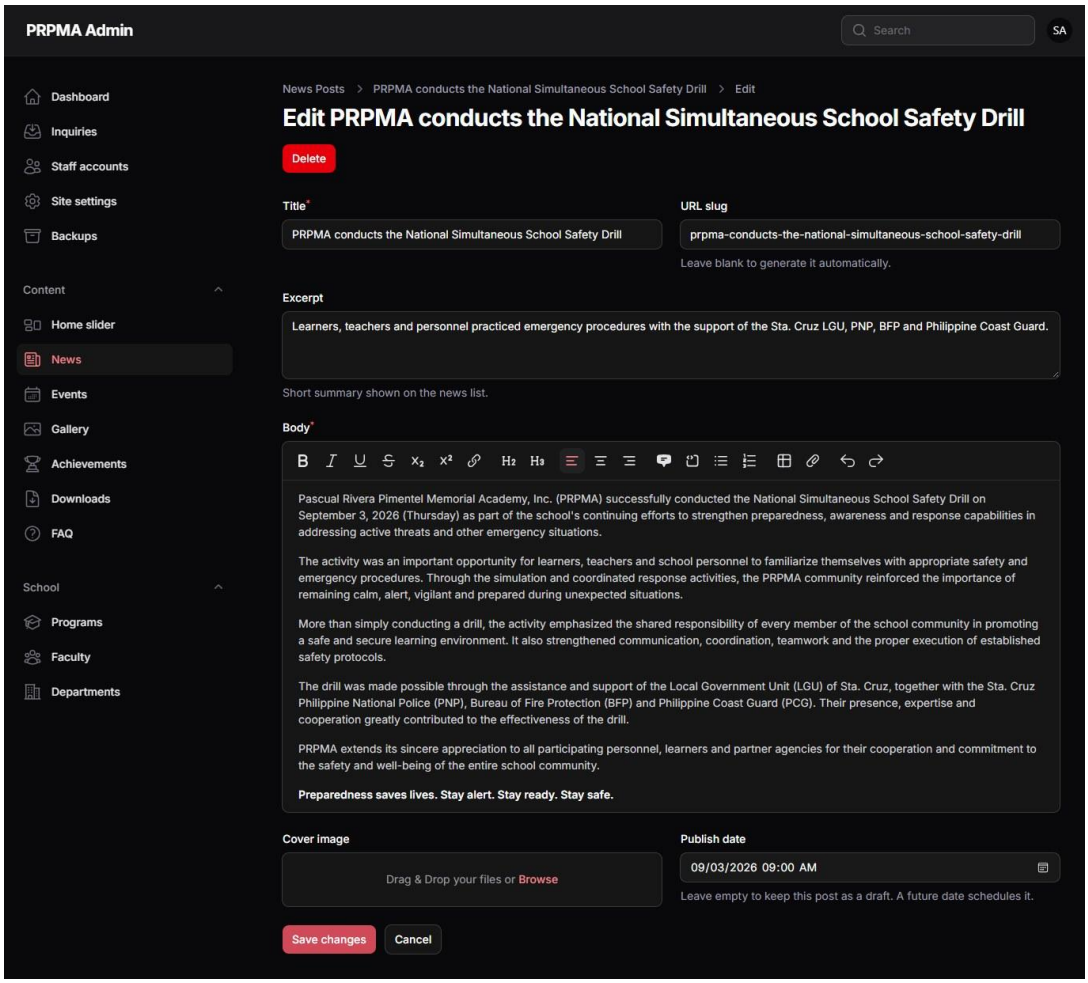


Figure 45. Editing a news post: title, web address, summary, formatted text, cover photo and publish date (empty keeps it a draft; a future date schedules it).

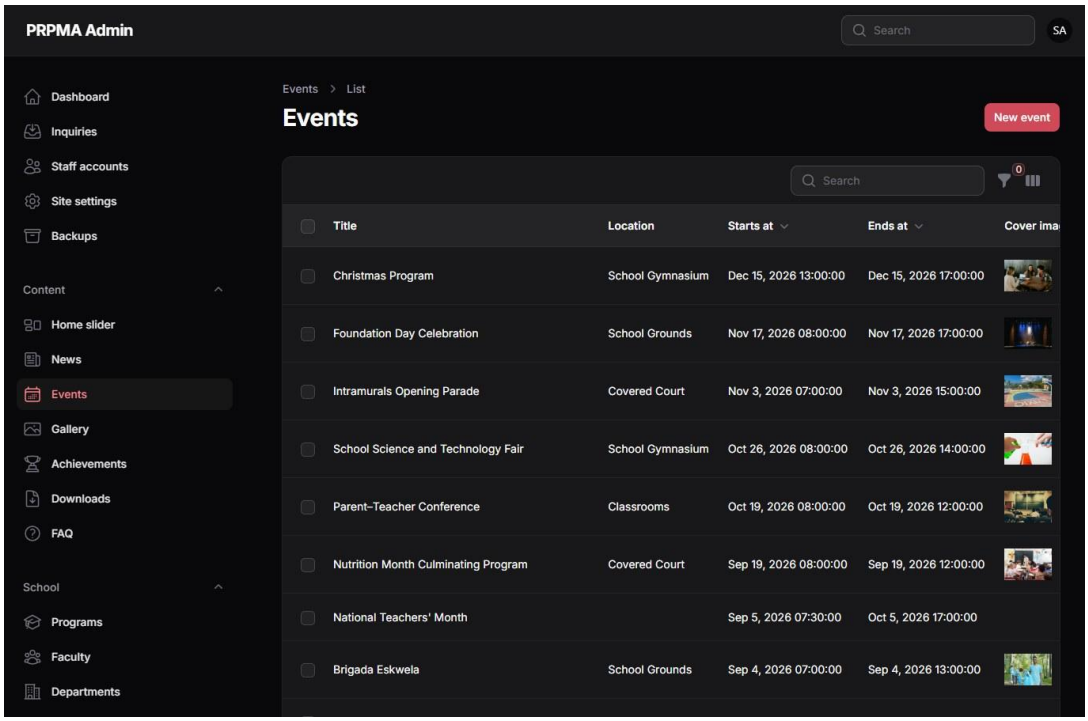


Figure 46. Events list with an Upcoming/Past filter and a switch to show or hide each event.

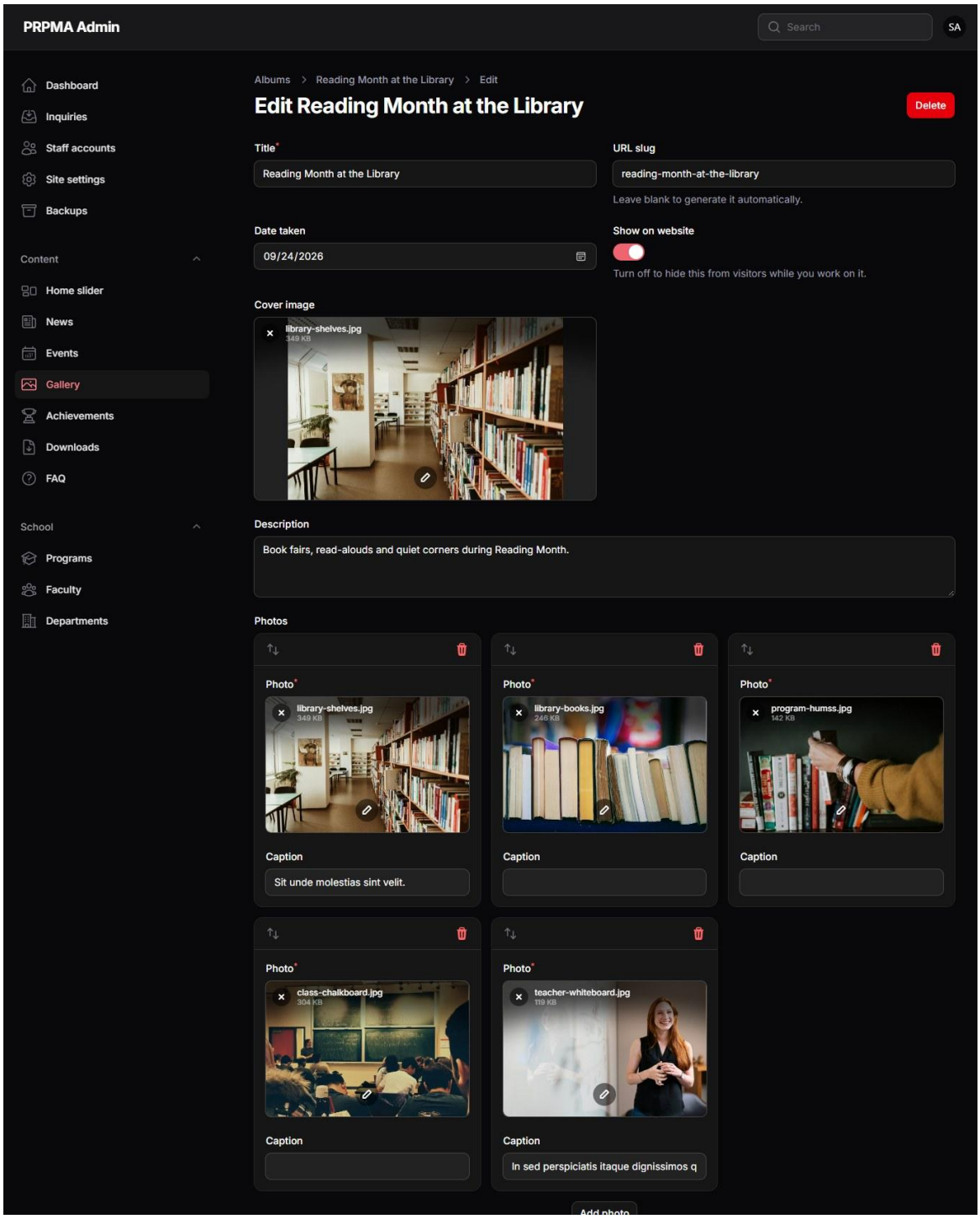


Figure 47. Editing a photo album: album details and its photos with captions. Photos are resized automatically when uploaded.

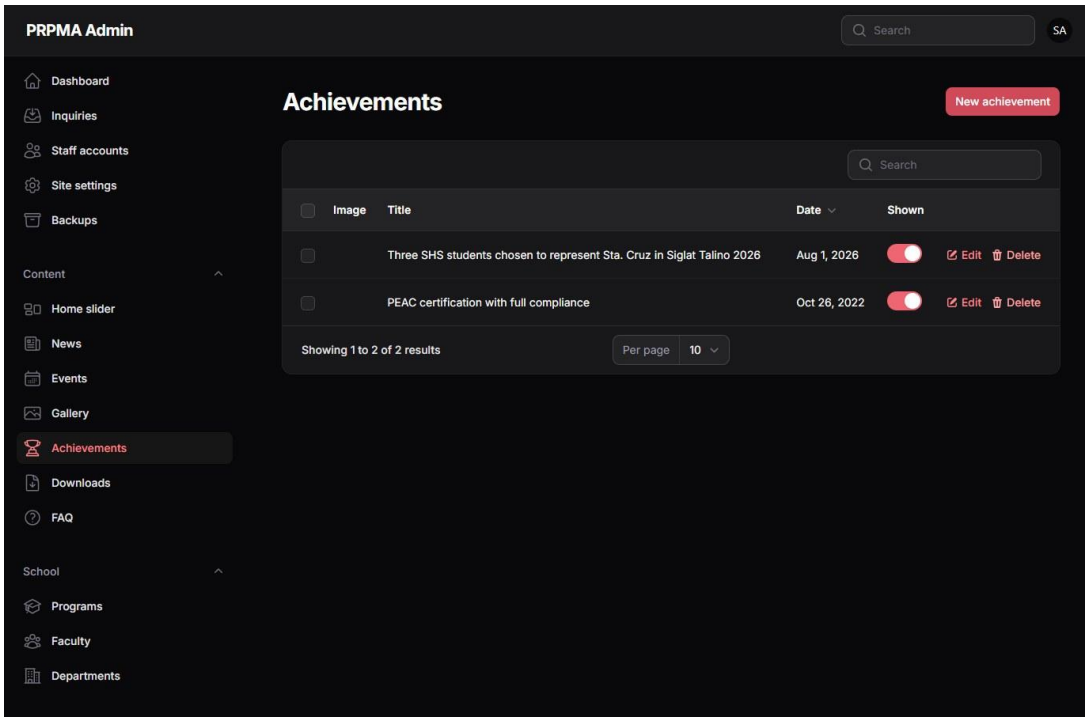


Figure 48. Achievements: awards and recognitions shown as "Proud moments".

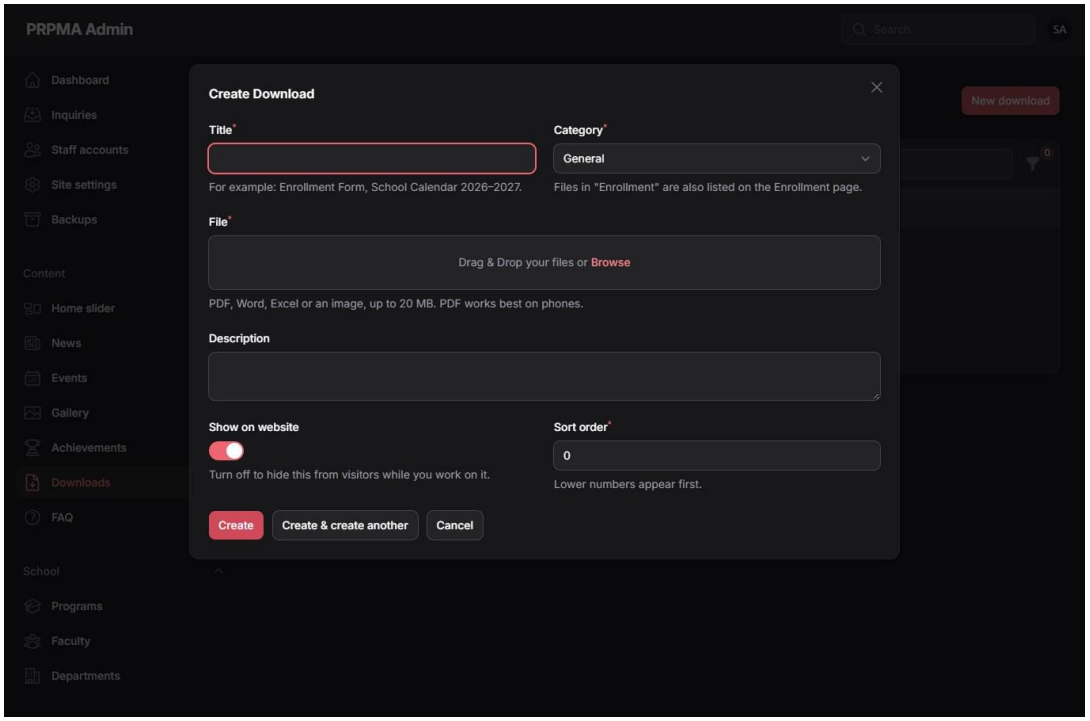


Figure 49. Downloads: uploading a file (PDF, Word, Excel or image). Files in the "Enrollment" category also appear on the Enrollment page.

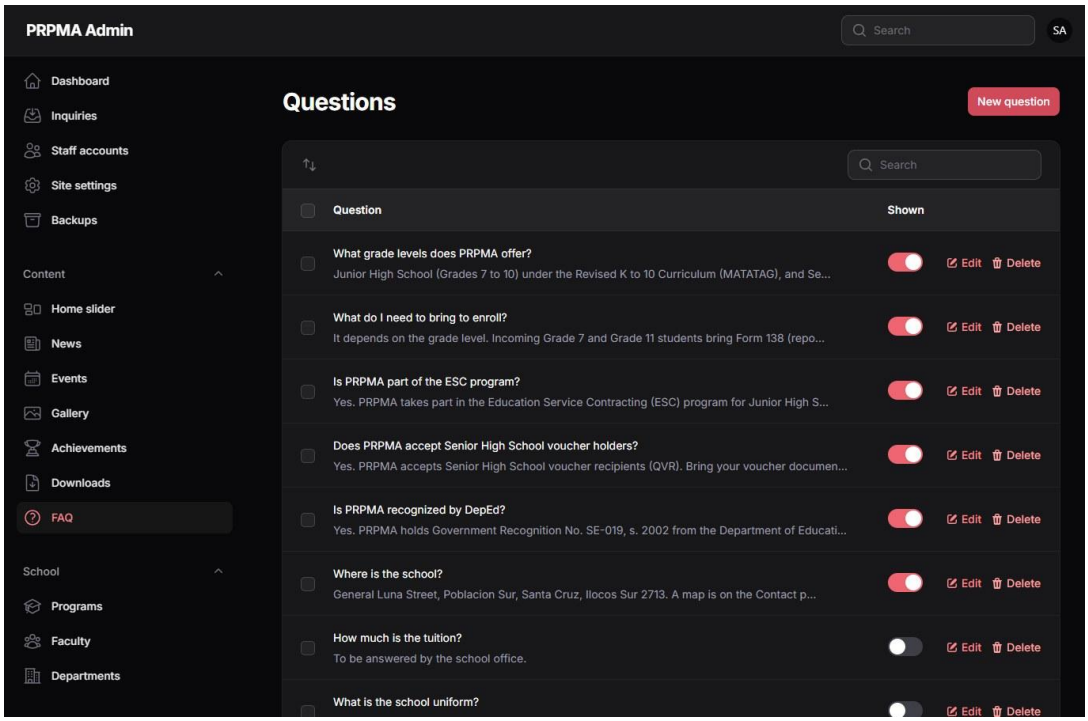


Figure 50. FAQ: questions and answers, in drag-to-reorder order. Questions still waiting for the school's answer are hidden.

3.4 School

Programs, faculty and departments feed the Programs and Faculty pages.

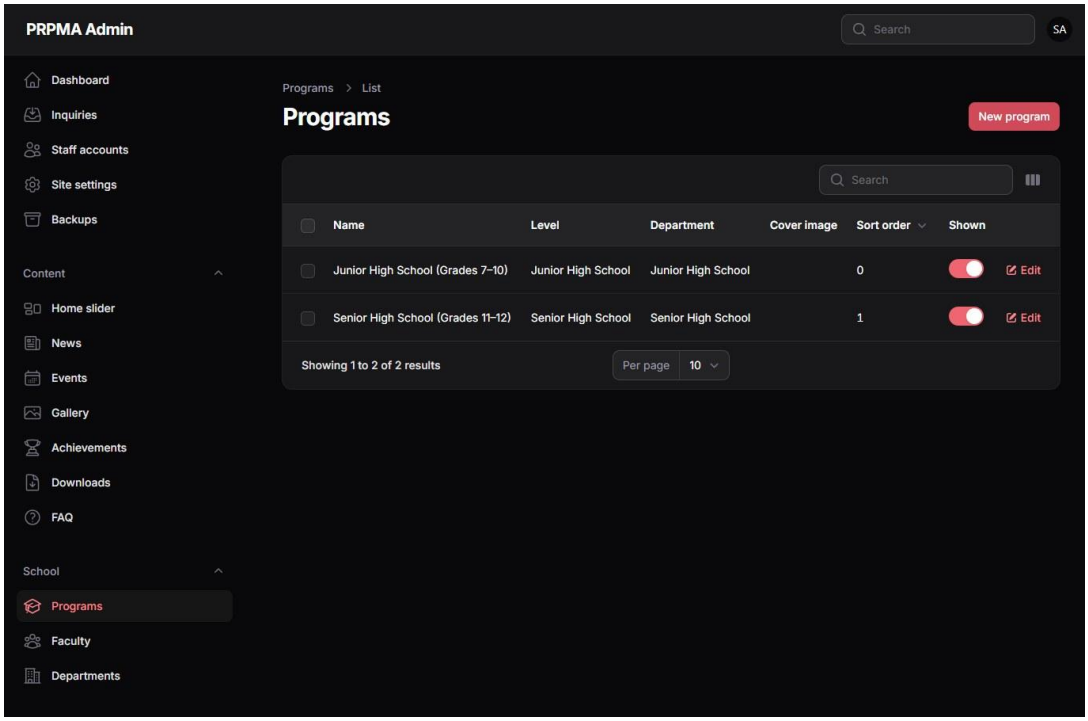


Figure 51. Programs list.

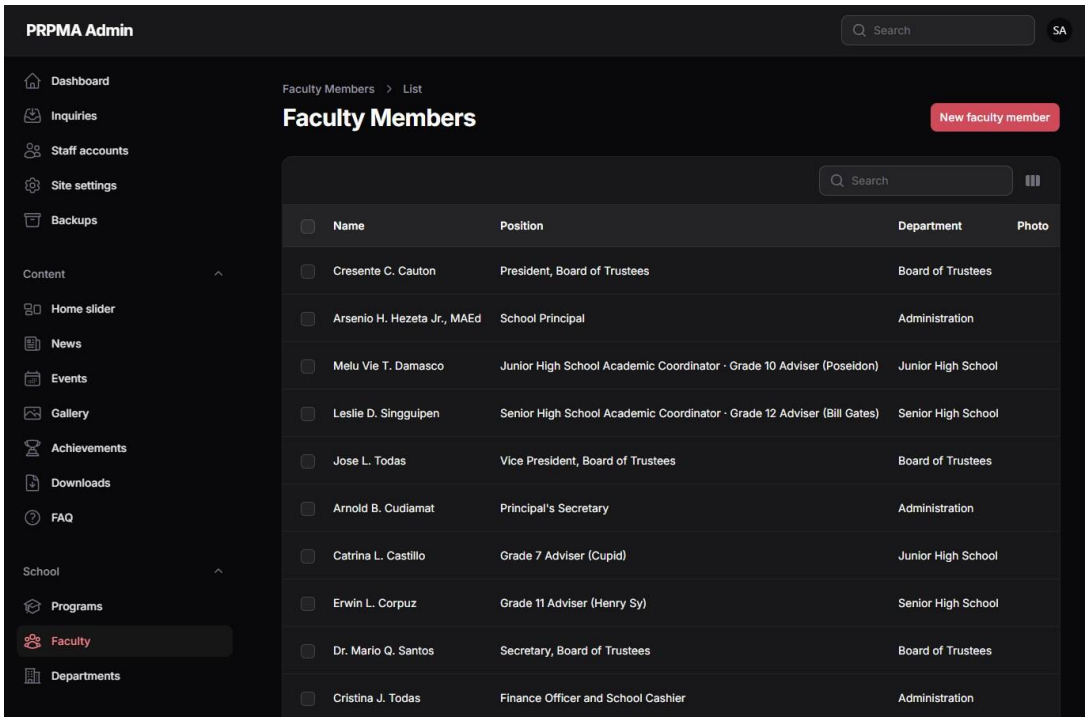


Figure 52. Faculty and staff list. Each person has a department, position, optional photo and a show/hide switch.

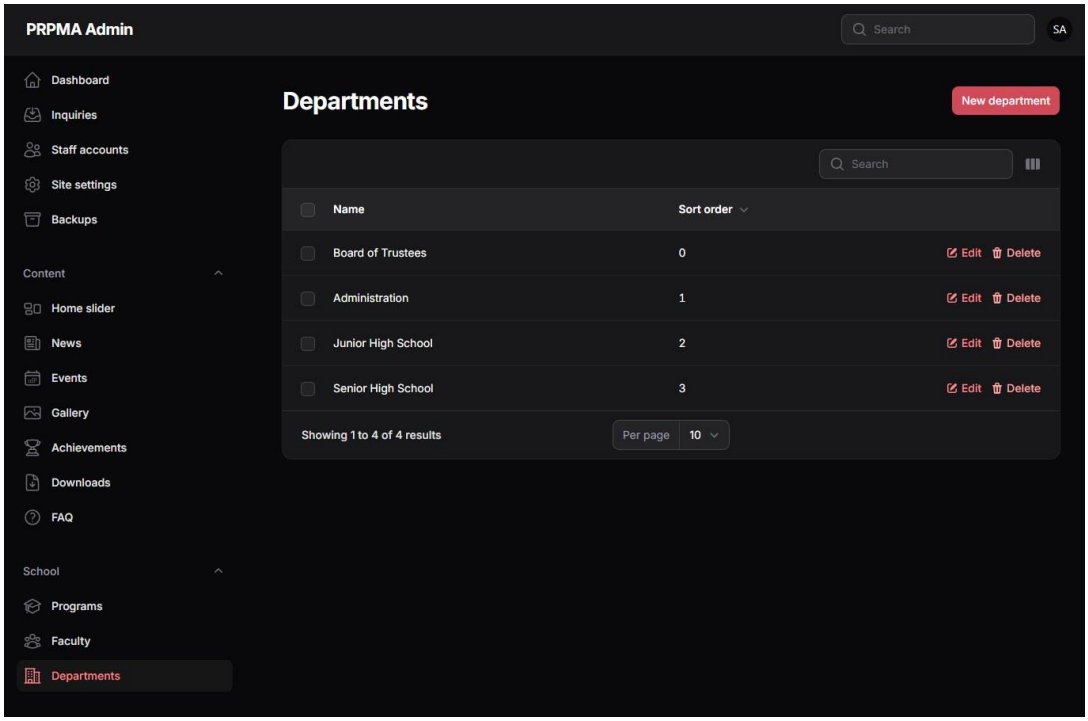


Figure 53. Departments: the groups used in the faculty directory.

3.5 Settings and administration

Site settings, staff accounts and backups. Staff accounts and backups are visible to administrators only.

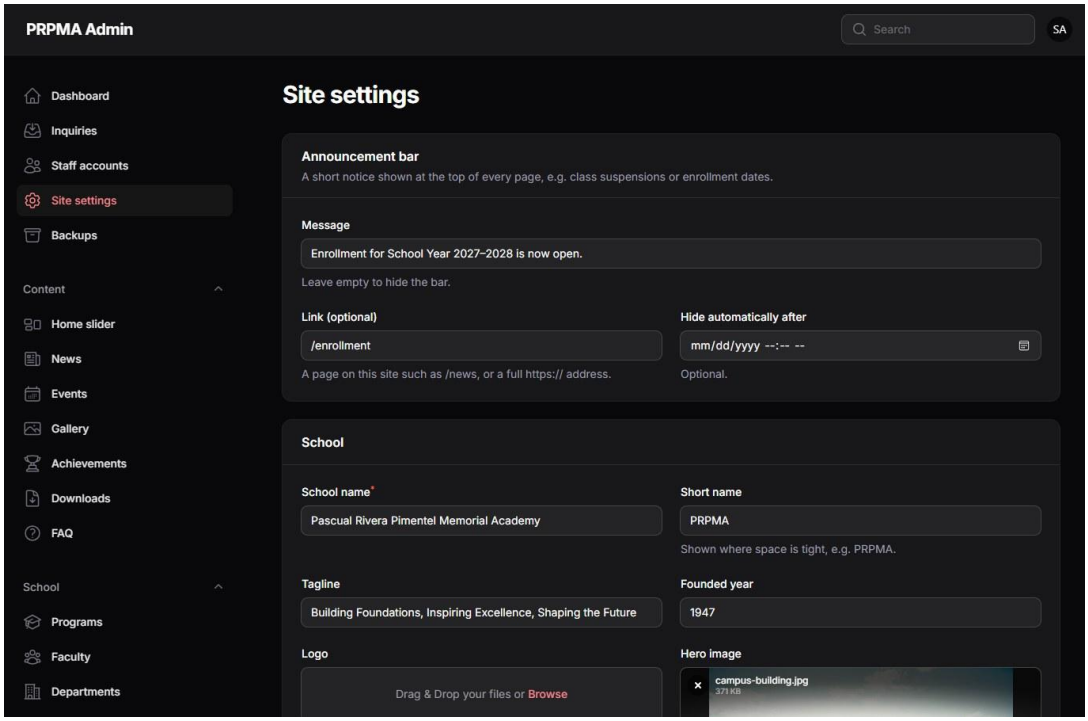


Figure 54. Site settings: the announcement bar (e.g. class suspensions) with an optional link and end date, followed by the school's name, logo and main photo.

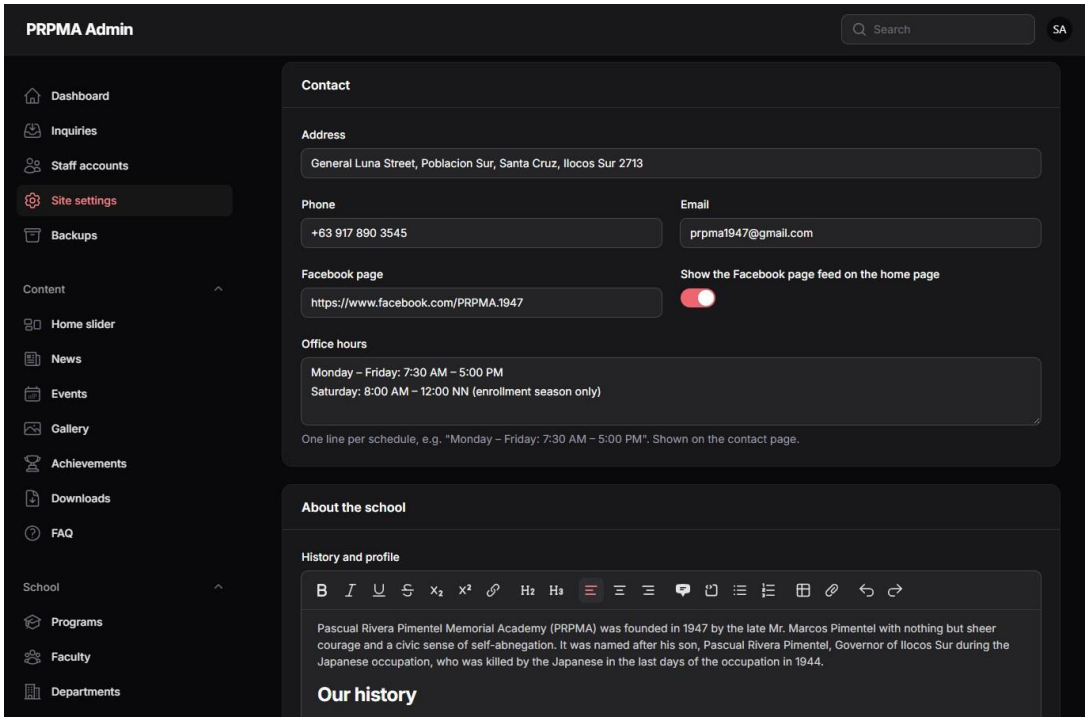


Figure 55. Site settings: contact details, Facebook page, the Facebook feed switch and office hours.

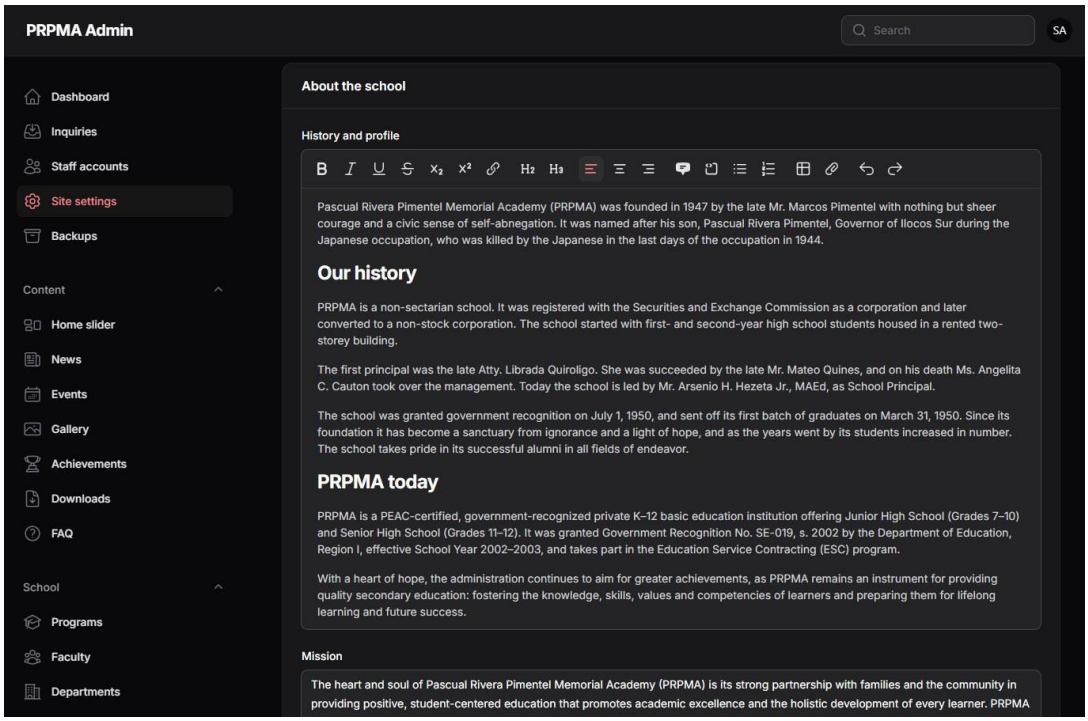


Figure 56. Site settings: history, mission, vision, philosophy, core values and accreditation.

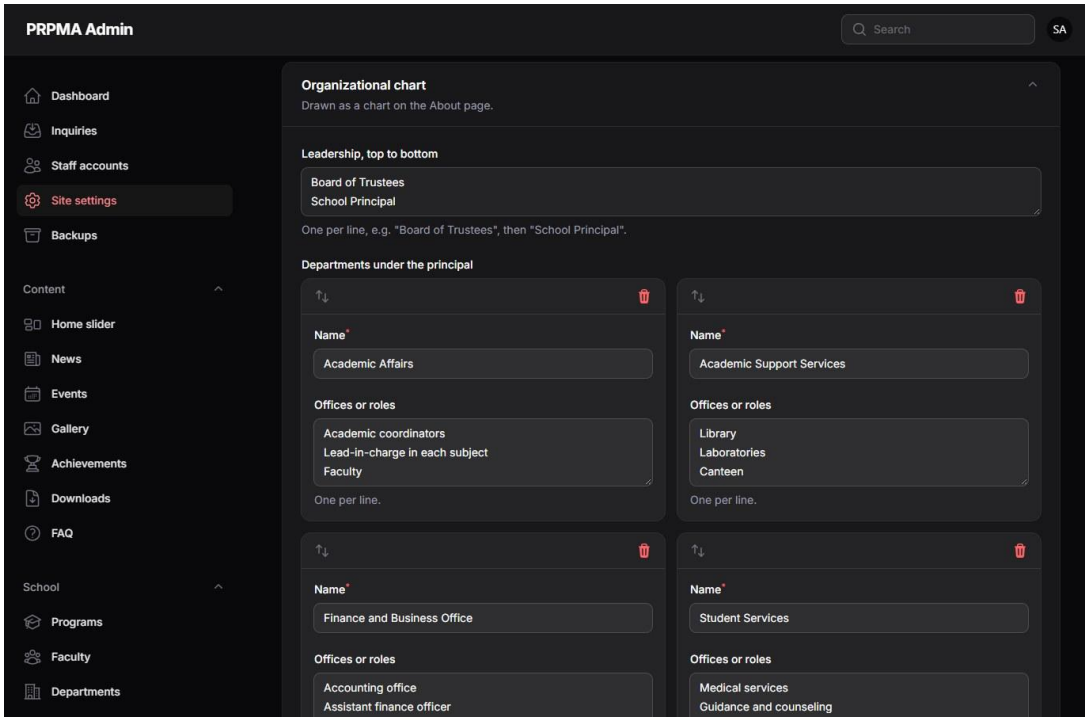


Figure 57. Site settings: the organizational chart (leadership, departments and student organizations).

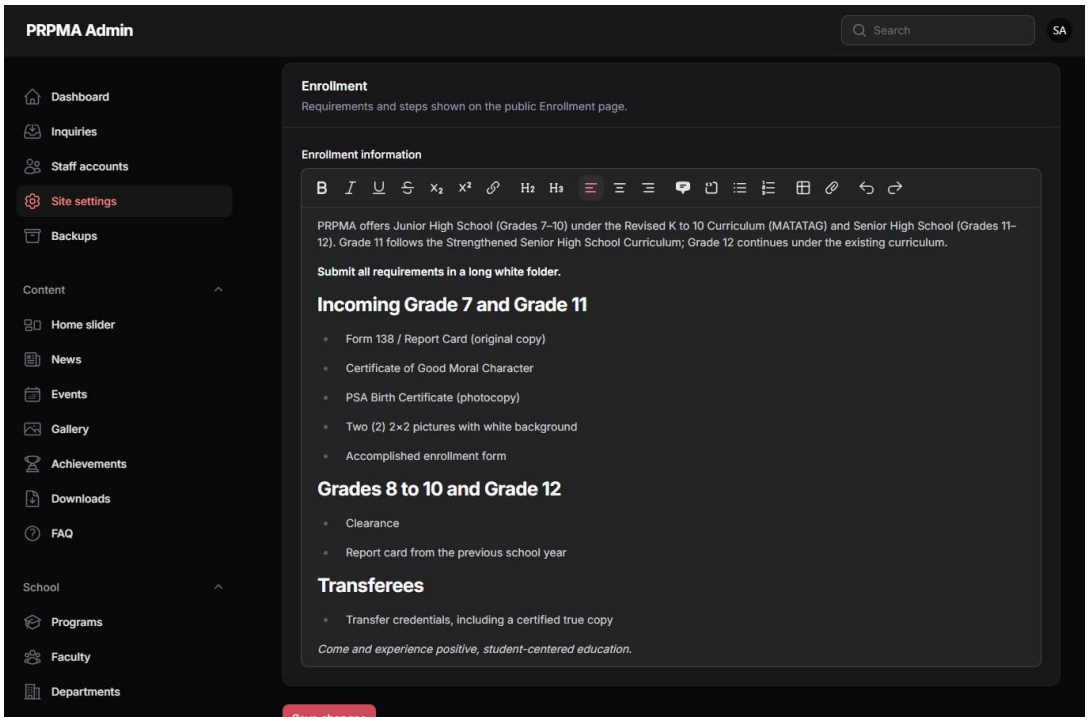


Figure 58. Site settings: the enrollment information shown on the Enrollment page.

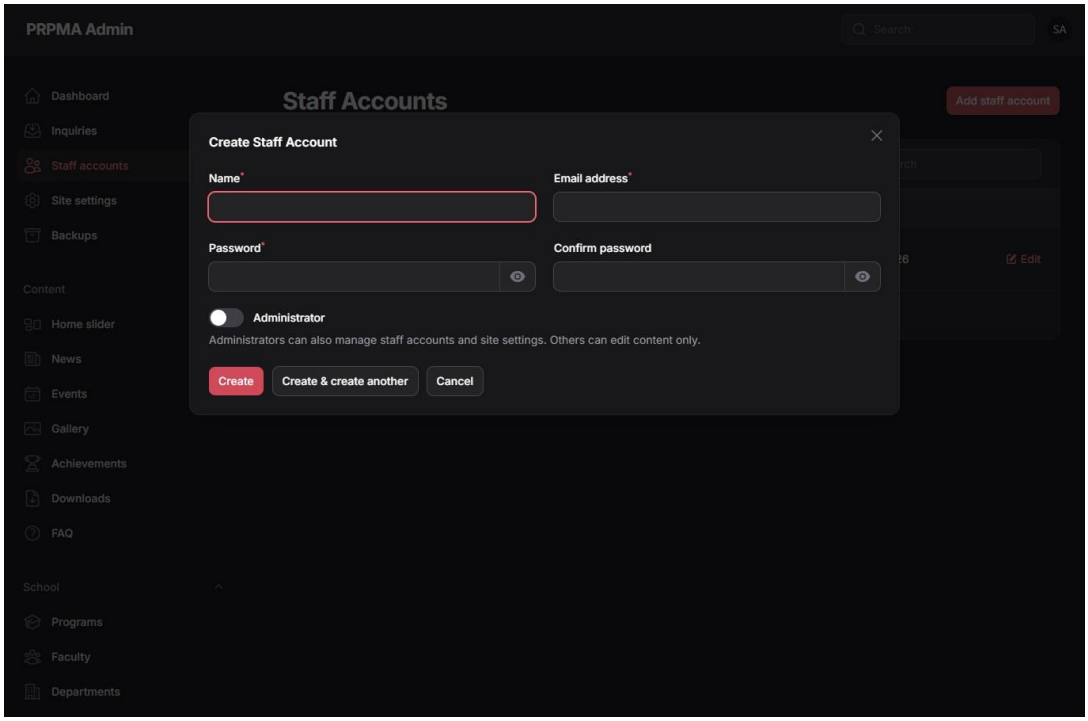


Figure 59. Staff accounts (administrators only): adding a staff member. Administrators can manage accounts and settings; editors manage content only.

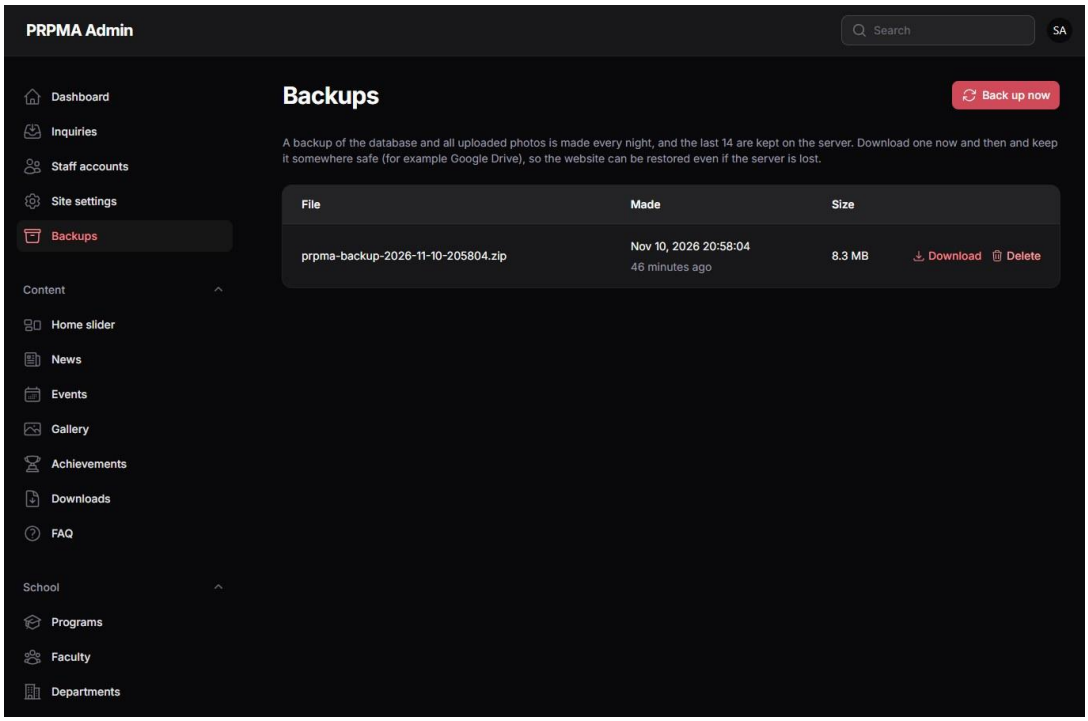


Figure 60. Backups (administrators only): nightly backups of the database and photos. "Back up now" makes one immediately; each can be downloaded.

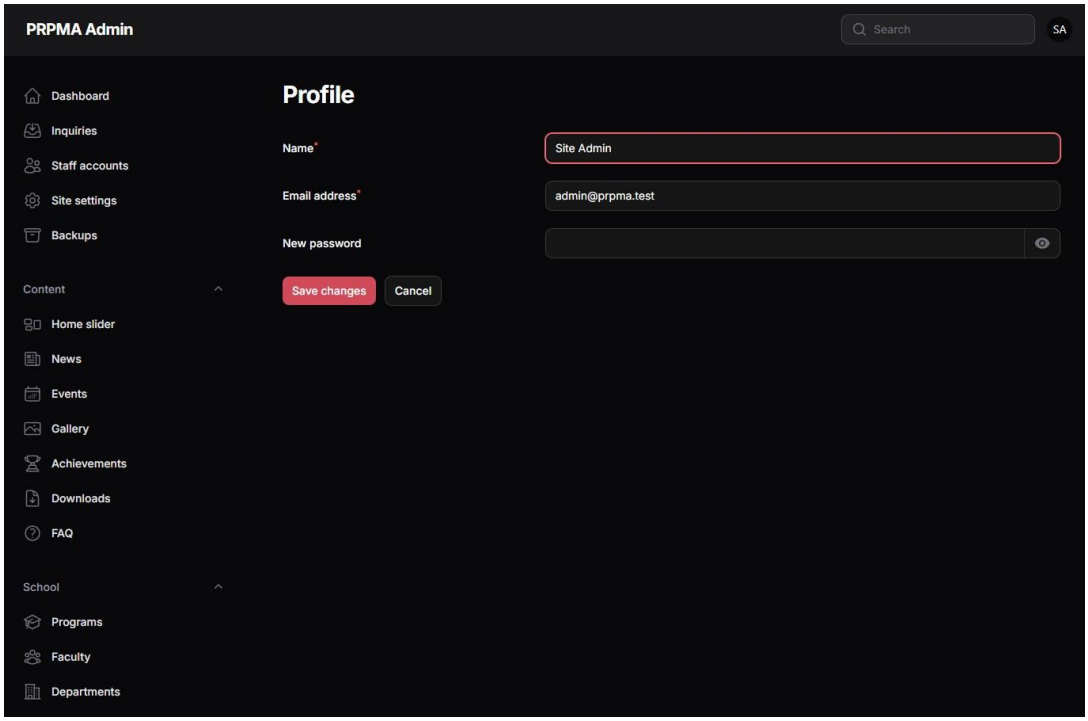


Figure 61. Profile: each staff member can change their own name, email and password.

4. Everyday tasks

Task	Where in the admin panel
Post a news item or announcement	Content → News → New news post. Leave "Publish date" empty to save a draft.
Announce a class suspension	Site settings → Announcement bar. Add an end date so it hides itself.
Add an event to the calendar	Content → Events → New event.
Upload photos of an activity	Content → Gallery → New album, then add photos.
Post the enrollment form	Content → Downloads → New download, category "Enrollment".
Add an award	Content → Achievements → New achievement.
Answer a question parents often ask	Content → FAQ → New question.
Reply to a message from the website	Inquiries → Open → Reply by email.
Add or update a teacher	School → Faculty.
Hide something without deleting it	Switch off "Show on website" (or the "Shown" switch in the list).
Add a staff account (administrators)	Staff accounts → Add staff account.
Download a backup (administrators)	Backups → Download. Keep a copy off the server.
Change your own password	Click your initials (top right) → Profile.